Overview of Search Process - By Employee Group

This document outlines the steps for vacancies that will be posted to the job board.

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Assign Roles	The hiring manager identifies search chair, diversity advocate, search committee members and search coordinator. Search committees must include at least three individuals and be diverse in terms of demographic characteristics and/or expertise. The search committee chair and diversity advocate can count as two of the individuals on the committee. For more information about the search process key roles and forming a committee, please visit the **search process toolkit**.			Search committee is optional. If a search committee is designated, the committee must include at least two individuals and be diverse in terms of demographic characteristics and/or expertise. The search committee chair and diversity advocate can count as two of the individuals on the committee.
Complete DiversityEdu	The hiring manager and committee members/diversity advocate (if applicable) must complete the **DiversityEdu** online educational program **before reviewing applications**. This is required every three years. It is recommended that the search coordinator inform everyone of this requirement as soon as possible, so that no delays occur in the search. This **DiversityEdu completions** spreadsheet is updated once each business day. If you have any questions about someone's most recent completion date or if someone's access to view the program needs to be added in Canvas, please contact **OAE**.			
Develop Job Description	As the job description is being created, please be mindful of best practices around **inclusive job descriptions**. Also, the **gender decoder** should be used to quickly check if subtle bias exists in the job advertisement. The required and preferred qualifications must be used as criteria in the selection process.			

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Start Process in JDXpert	Departmental designee initiates a **faculty vacancy** workflow.	Departmental designee initiates a **staff vacancy** workflow.		
Committee Charge	The hiring manager meets with the search committee members to review the charge. Additional information can be found in the **hiring manager guidelines**.			If a committee is assigned, the hiring manager meets with the committee to review the charge.
Key Roles Explained	Search committee reviews their roles as a chair, diversity advocate, and/or committee member. Additional information can be found in the Select the Search Team section of the **search process toolkit**.			If a committee is assigned, the group should discuss roles and expectations.
Key Roles, cont.	To ensure a fair and consistent review process, the expectation is that the search committee would remain the same throughout the search process. If unexpected circumstances come up, and a change to the committee may be needed, please contact **OAE** to discuss.			
Develop Recruitment Plan	Please use the **good faith efforts (GFE) spreadsheet** to track recruitment and outreach efforts. **Recruitment efforts in the search process should be geared towards addressing affirmative action goals and increasing the diversity of the campus.** The campus strategic plan recognizes that diversity is essential to our excellence. Even if a particular position does not have a goal, committees and hiring units should be working together to recruit diverse pools of applicants.			

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Recruitment Plan Assistance	Faculty Affairs in the Provost Office is available to provide guidance on the plan to recruit a diverse pool of candidates and meet affirmative action and strategic goals.	The Talent Center of Expertise in IHR provides guidance on the plan to recruit a diverse pool of candidates and meet affirmative action and strategic goals. IHR assists with recruiting candidates for the position.		
Complete Requisition	Departmental designee reviews/completes the requisition in Cornerstone. Please refer to the **editing requisitions** job aid.			
Requisition Review, optional	The requisition can be routed to additional reviewers, if desired. Examples of additional reviewers might include a department contact or a college contact/EEO officer. Please refer to the **approving requisitions** job aid.			
Posting	IHR reviews the requisition and posts the position announcement on the **U of I job board**.			
OAE Review	After the position is posted, OAE will review the requisition for inclusive search practices. OAE will contact the department if any adjustments to the search plan are recommended. In addition, OAE will confirm that the hiring official, search committee members and diversity advocate have completed DiversityEdu. If anyone is not complete, OAE will notify them that access to view application materials will be removed until they have completed the DiversityEdu program.			

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Conduct Advertising and Recruitment Efforts	Departmental designee, hiring manager and/or search committee (if applicable) begins to advertise and recruit. Custom applicant source codes can be used to track where applicants found out about the position. Please refer to the **Custom Applicant Source Job Aid** for additional information. **Reminder: Save copies of all ads that are manually posted and document good faith efforts using the GFE spreadsheet.** The ads and GFE spreadsheet will need to be attached to the requisition prior to submitting the Hire from Search form. (Copies are not required for automated sources.)			
Develop Evaluation Tool	Before any applications are reviewed, develop an evaluation tool which is based on job-related criteria that will be used to record the assessment of each application. **Reminder: Save a copy of the evaluation tool.** This document will need to be attached to the requisition prior to submitting the Hire from Search form. For civil service positions in which an exam or credential assessment will be administered by IHR and the department does not develop any review criteria, a copy of an evaluation tool is not required on the appointment form.			
Applicant Tracking	Unless approval is received for special circumstances, all application materials must be submitted through the Cornerstone system. Cornerstone will send a confirmation email to the candidate upon receiving an application for the position. The manage candidates page is where authorized users can find the applicants that have applied to their job postings. This is the main hub for applicant processing. Please refer to the **managing candidates** job aid.			

Revised 10/26/2023

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Diversity of the Pool Report To protect the confidential self-identification information of the applicant(s), the report can only be shared if there are three or more applicants	The diversity of the pool report provides the demographics of the applicant pool by ethnicity, race, gender identity, disability status and veteran status. It provides aggregated data and there are no names on the report. Given the importance of good faith compliance and campus diversity efforts, this report provides each hiring unit the opportunity to discuss the applicant pool and evaluate good faith efforts. The report can be run at any time during the application period, to assess if recruitment plans need adjusted. **Please contact your college level HR contact at least one time before the close date to request the report.** To find your college contact, refer to the Diversity of the Pool Access document in the s**earch process toolkit**. Each unit should determine whether they should begin reviewing and evaluating applicants using the established evaluation criteria; or, whether the search close date should be extended, and additional recruitment sources identified to increase the likelihood of a more diverse applicant pool. Relevant factors during this discussion may include the following: composition of the current applicant pool; whether there is a placement goal for the vacancy; the time-sensitive nature of the search; and the extent of recruitment efforts conducted, including personal or professional contacts. If it is determined the close date should be extended for additional recruitment efforts, please contact **IHR**.			
Extend (if applicable)	For requests to extend the posting period of the announcement please contact **IHR**. Please contact IHR before the announcement closes and include the title, requisition ID, reason for extension and new close date.			
Evaluate Applications All applications should be assessed in a fair and equitable way and with job-related criteria.	The search committee uses pre-established criteria to evaluate applications and follows the committee's charge in determining the selection of finalists.	The search committee uses pre-established criteria to evaluate applications and follows the committee's charge in determining the selection of finalists.	The search committee will work in collaboration with their Talent Acquisition Partner (TAP) from IHR to evaluate qualifications and select finalists.	IHR qualifies and determines which applicants are eligible for interviews.

Revised 10/26/2023

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Assign Applicant Statuses (if applicable)	Applicant statuses are used to move the applicant through the recruiting process. Please refer to **applicant statuses and dispositions** job aid**.**			
Diversity of the Finalist Pool Report To protect the confidential self-identification information of the applicant(s), the report will only be provided if there are three or more finalists.	This report provides each unit and search committee with an opportunity to discuss the composition of the whole applicant pool, in comparison to the finalist pool. If there is a significant difference when comparing the two data sets, you may want to discuss/consider if bias could have potentially affected the selection of finalists and take a second look at resumes to ensure no one was overlooked. If the pool is not as diverse as anticipated, this information can be used in assessing whether good faith efforts were successful to determine if recruitment sources should be adjusted for future efforts. If the department HR contact would like to request this report, please send an email to **OAE.**			
Interview Preparation	Before interviews start, the hiring manager or search committee (if applicable) develops specific job-related interview questions and/or an interview rating sheet. The unit HR contact can be a resource in developing the interview questions/criteria. All candidates should be asked the same core set of questions, allowing for individualized follow-up questions as needed. For topics to avoid please refer to the **interview questions and pre-employment inquiries** document. **Reminder: Save a copy of the interview questions/criteria.** This information will need to be attached to the requisition prior to submitting the Hire from Search form.			
Schedule Interviews	Determine who will participate in interviews (i.e., committee, hiring manger, stakeholders, etc.). Develop a timeline. Schedule times and locations. Consider how you will meet the needs of applicants with disabilities.			

Revised 10/26/2023

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Conduct Interviews and Collect Feedback	Make potential candidates feel comfortable and welcome. Ensure that everyone interviewed is provided similar opportunities and is treated in a fair and equitable manner. After interviews, remind interviewers to provide feedback.			
Check References	Reference letters are uploaded to Cornerstone	Obtain candidate permission to check their references. Develop a reference checking list of specific job-related questions to ask each reference. For additional information please visit: **Reference Checking Resources** **Reminder: Save a copy of the reference check notes/letters.** This documentation will be required when submitting the Hire from Search form.		
	Please note, search committees should limit any social media checks to LinkedIn as that is a professional oriented site. In general, unless a candidate lists a professional social media account on their application materials, other sites should be considered personal and not relevant. Any social media reviews should be conducted at the same time as other reference checks, as late in the process as possible.			
Assign Dispositions	Prior to submitting the Hire from Search form, all candidates on the requisition who will not be hired should be updated to the status of Closed/Dispositioned. After selecting this, you will be prompted to indicate a reason (disposition status). Please refer to **applicant statuses and dispositions** job aid**.			
Assign Dispositions	Prior to submitting the Hire from Search form, all applicants on the requisition who will not be hired must be updated to the status of Closed/Dispositioned. After selecting this, you will be prompted to indicate a reason (disposition status). Refer to **Applicant Status and Disposition Code Guidance**.		Prior to submitting the Hire from Search form, all applicants who were referred must be updated to the status of Closed/Dispositioned. After selecting this, you will be prompted to indicate a reason (disposition status). Refer to **Applicant Status and Disposition Code Guidance**.	

Revised 10/26/2023

Task	Faculty & Specialized Faculty	Academic Professional	Overtime Exempt Staff: Civil Service	Overtime Eligible Staff: Civil Service
Complete a Hire from Search Appointment Form	A Hire from Search form must be **fully approved before a written offer is made**. This includes EEO/College level review, as well as campus level review. For additional information, please refer to the **hire from search** job aid. After the appointment form is fully approved, an approval email will be sent to the form initiator. A copy of this approval email will need to be attached with the HRFE transaction.			
Make Offer	After the appointment form is fully approved, a written offer can be made. IHR's site about hiring employees includes **guidance on offer letter language**.			
Background Check and Prior Sexual Misconduct Check	After an offer has been accepted, change the status of the candidate to Background Check. This will automatically request a background and misconduct check. Once complete, IHR will update the status to Background Check Complete.			
Follow Up with Non-Selected Applicants	It is strongly recommended to reach out to all non-selected applicants to inform them of their application status.			
Close the Requisition	After all steps are complete, an offer has been accepted, and the background check and sexual misconduct check are complete, **the appointee's disposition status must be updated to "hired"**. When the total number of "hired" candidates matches the number of vacancies, the requisition will automatically be closed.			