Search Process Flowchart

1. Determine Need for Position
   - Define Position (Job Description, Title)
   - Get Approvals (e.g., Fiscal)
   - HR, Finance, Hiring Manager, other Campus Approvers

2. Create Recruiting Plan
   - Create Posting
   - Identify Team
   - Approve Recruiting Plan
   - Hiring Manager, HR, Chief Diversity Officer

3. Recruiters Post and Advertise Position

4. Progress Check on Applicant Pool by Chief Diversity Officer, Recruiter

5. Position Closes
   - Applicant Pool Certified by Chief Diversity Officer
   - CUNYfirst Screening (opt)

6. Committee Gets Access in CUNYfirst
   - Initial Committee Screening

7. Search Committee Interviewing and Referral

8. Additional Reviews
   - Approvals, Additional Interviews, Verifications
   - Offer extended and accepted

9. Completion of Search Documentation
   - Post-search feedback
   - Committee and Chief Diversity Officer

10. Hiring Process
    - HR, Hiring Manager, Campus Approvers
    - HR and Payroll