# Search Process Flowchart

Determine Need for Position

Define Position (Job Description, Title)

Get Approvals (e.g., Fiscal)

HR, Finance, Hiring Manager, other Campus Approvers

Create Recruiting Plan

Create Posting

Identify Team

Approve Recruiting Plan

Hiring Manager, HR, Chief Diversity Officer

Recruiters Post and Advertise Position

Progress Check(s) on Applicant Pool by Chief Diversity Officer, Recruiter

Charge/Orient Search Committee

Search Committee Planning, including screening criteria, questions, and schedule

Systems Training

Position Closes

Applicant Pool Certified by Chief Diversity Officer

CUNYfirst Screening (opt)

Committee Gets Access in CUNYfirst

Initial Committee Screening

Search Committee Interviewing and Referral

Additional Reviews: Approvals, Additional Interviews, Verifications

Offer extended and accepted

HR, Hiring Manager, Campus Approvers

Completion of Search Documentation

Post-search feedback

Committee and Chief Diversity Officer

Hiring Process

HR and Payroll