



## **SUNY Oswego Search Process for Staff**

### **Prior to the Search**

1. The VP/Hiring Manager discusses the search committee's diversity goals, strategies, and rubric with the Affirmative Action Officer (AAO)
2. The VP/Hiring Manager discusses the search committee's recruitment strategies for the search with the Talent Acquisition Manager (TAM)
3. The VP/Hiring Manager completes the Request To Fill (RTF) along with the long ad and submits them with an org chart in Interview Exchange
  - a. Long ad template is a word document: please complete the template and save it as a pdf file to submit in Interview Exchange

### **Recruitment/Search Begins**

1. Position is posted and advertised
2. VP/Hiring Manager and Search Committee Chair (SCC) work with the TAM to actively recruit applicants
3. Search committee members review all applicant materials, including diversity statements
  - a. Committee uses rubric to evaluate diversity statements
  - b. Committee drafts DEI question for first-round interview and shares with VP/Hiring Manager and AAO for review

### **Requesting First Round Interviews**

1. SCC places candidates for review for first-round interviews in folder #1: "Short list" in Interview Exchange. All other applicants must remain in the "Inbox" folder
2. SCC sends an email to the VP/Hiring Manager requesting review of applicants in folder #1: "Short list" (email must include Interview Exchange job number and position title)
3. VP reviews all applicants' materials including diversity statements and reviews EEO data

4. Once candidates on the short list are reviewed by the VP, the VP emails the AAO and TAM to review the short list candidates' materials
5. The AAO and TAM review the short list candidates
  - a. AAO or TAM email the VP results of their review and provide consultation as needed
6. The VP emails the Hiring Manager/SCC approval to move the candidates in folder #1: Short list" to either folder #2: "Short Listed-Not Approved" or folder #3: "First Round Interview List"
7. Search committee conducts first round interviews (phone or zoom)

### **Requesting On Campus Interviews**

1. Search committee selects finalists for on campus interviews and moves the candidates to folder #4: "Finalist Interview List REQUESTED"
  - a. Committee drafts interview questions related to institutional/area DEI priorities/needs
2. SCC sends an email to the VP/Hiring Manager requesting review of finalists in folder #4: "Finalist Interview List REQUESTED" and approval of DEI interview questions (email must include Interview Exchange job number and position title)
  - a. SCC and VP/Hiring Manager consult with TAM and AAO on DEI interview questions as needed
3. The VP reviews the pool and EEO data to ensure search processes were fair and equitable for all applicants
4. The VP emails the AAO and TAM the results of the review process, including final DEI interview questions. AAO and TAM provide consultation as needed
5. The VP emails the Hiring Manager/SCC approval to move all approved candidates to folder #5: "Finalist Interview List Approved"  
Candidates who are NOT approved must remain in folder #4: "Finalist Interview List REQUESTED"

### **Completing the Search**

1. Finalists are interviewed on campus
2. SCC submits a draft of the final search report to the VP/Hiring Manager

3. VP/Hiring Manager reviews the search report and makes a hiring decision
    - a. If approved, VP/Hiring Manager makes an offer
    - b. If not approved, VP and Hiring Manager decide next steps
  4. SCC notifies TAM of decision\*
    - a. If a candidate is hired, SCC closes the search
      - i. Closing search step #1: SCC moves candidate hired to folder #6: “Hired”
      - ii. Closing search step #2: SCC sends regrets to ALL applicants
      - iii. Closing search step #3: SCC emails HR the final search report
    - b. If the search is not successful, SCC may fail the search
      - i. Failing search step #1: SCC sends regrets to ALL applicants
      - ii. Failing search step #2: SCC submits final search report to HR indicating “search failed”
    - c. If the search is not successful, SCC may keep the search open for further review of current candidate pool
- \*SCC may consult TAM throughout process
5. VP/Hiring Manager completes appointment form in Interview Exchange for successful candidate

**\*ALL DECISIONS SHOULD BE COMMUNICATED IN WRITING\***