

Job Vacancy Checklist (Start-to-Finish)

-Completed by Department

- _____ Search Authorization Form with all signatures from VP/Dean, to CDO, to President to Budget
- _____ Job Description (posted minimum of 30 days)
- _____ Justification Memo
- _____ Organizational Chart

-Completed by the Office of Human Resources

- Position Coordinator assigns position number to be used
- Posting Process
- Job Closed
- Search Committee Members *Charged* (“dos and don’ts” to interviewing applicants) and Trained (Retrieving resumes & setting up interviews in CUNYfirst)

-Completed by Search Committee (Copies of all forms are sent to HR)

- _____ Send email to CDO & recruiter of applicants interviewed prior to making an offer
- _____ Search Documentation Data Form (Send to CDO and recruiter signed by all members)*
- _____ Enters Interview Schedule and comments in CUNYFirst
- _____ Proposed Finalist Interviews with Provost & President
- _____ Completes Search Documentation Form including list of Applicants who were interviewed, (HR sends letters of rejection to applicants, except those interviewed via CUNYfirst), and name of successful candidate
- _____ Search Committee sends letters to applicants who were interviewed but not hired

-Completed by New Hire

- _____ CUNY Application Form* (Committee forwards to Recruiter)
- _____ Copy of Resume (Committee forwards to Recruiter)

For HEO series Staff:

- _____ Curriculum Vitae (CV)*
- _____ Sealed Transcripts (Official)
- _____ Three (3) Letters of Recommendation

-Completed by the Office of Human Resources

- email offer with HR Information
- PDF
- President’s offer letter
- job description and copies of documents for personnel file
- Appointment form to Central
- Send emails to applicants and close Search
- Hire through TAM

*Forms can be found on the Office of Academic Affairs’ website: http://www.kbcc.cuny.edu/sub-administration/sub-academic_affairs/Pages/forms.aspx