**Requesting review of proposed hire**

The Staff contact will need the following items to complete and submit the ***Appointment Form***

□ **Narrative** from Search Committee with and Executive Officer’s (and Hiring Official if needed) recommendation added at the end of the document.

□ **Letters of reference** or typed transcripts of reference checks for all finalists (Upload into the finalist’s CSOD file OR into the Appointment Form

**How to submit the *Appointment Form-Hire from search***

* The form can be found via Cornerstone - scroll to the bottom and choose Cornerstone – Urbana and Log in
* Click on the “hamburger” (the three lines) in the upper right hand corner
* Click on additional resources and then click on useful information
* Click on Appointment Form and then Log in (netid AND @illinois.edu)
* Click *Fill out new form*
* Answer Yes or No to “is the proposed appointee a current employee”; click next
* Fill in the fields with the proposed hire information
* Upload the completed *Narrative* document (upload at top of page 2- *Attachments*)
* Enter “See attached” in the *Proposed Appointee Justification*, *Non-Selected Finalist Summary* sections.
* Reference checks: if references are in the cornerstone applicant file, click *Reference letters uploaded in cornerstone*. If reference letters are not in cornerstone upload to this form.
* **Documents to submit via the Appointment Form-Hire from search**
	+ Search Narrative
	+ Reference Checks
	+ Visual compliance name check for proposed hire only
* **Documents to submit via the General Tab in Cornerstone**
	+ Copies of all ads placed (as they appeared in each source)
	+ Good Faith Efforts spreadsheet listing all efforts taken during the search (See [*Resources for Search Committees*](https://cam.illinois.edu/policies/hr-48/)for examples of efforts)
	+ Application Screening/Evaluation Criteria used by search committee (criteria that was used to assess applications to determine who was selected for interviews)
	+ Interview Questions and Criteria – this includes the Email Questionnaire and any subsequent questions asked
	+ **Once all documents are uploaded to the General Tab, please click the “Submit” button to save.**
* Ensure that all applicant statuses and dispositions have been updated in Cornerstone
* Oral English Proficiency – LEAVE BLANK unless the position includes teaching AND the proposed hire is not a native English speaker
* Enter in the net id of the executive officer as the dept approver, unless a designee has been agreed upon for this review
* Choose College of Liberal Arts and Scienced (KV) for College; click next
* Check the box to confirm the submission; click Save

Review of proposed hires involved LAS EEO review; Campus review is now also required before an offer can be sent, this includes Office for Access & Equity (OAE) and IHR for all staff positions and OAE for all faculty positions.

**Contingent Offer and Background Check Process**

**The staff contact will receive an email with approval to issue the offer.**

**□ Issue offer letter**

* To ensure that your offer letter includes all necessary elements, please consult the IHR [offer letter templates](https://las.illinois.edu/faculty/hiring). CSOD has an offer letter option- review the [Cornerstone Offer Letters, background check and hiring](https://humanresources.illinois.edu/services-and-information/resources/job-aids/) job aid
* Timing of the start date: The start date for the position cannot be before the background check is complete. Please review the steps below so you can plan accordingly.
* Moving expenses- is the unit providing this? If yes, review the LAS Moving Expenses Information document from the [https://las.illinois.edu/faculty/hiring](https://uofi.box.com/s/aws1zvf4sbzkdmg1195louglqlhvxjmt) website, under Offer letter resources; add information to the offer letter if needed.
* While the offer is being considered, please make sure these items are completed:
	+ Inform all other applicants of their status- via email in CSOD. You may want to hold off on contacting the other finalists until after your proposed hire has accepted the offer. All applicants must be informed of their status in the search- this may have been done in stages throughout the search (an email to applicants that did not meet the minimum requirements sent after the first review of applicants, etc.). Regret email examples available in Box.

**□ If offer ACCEPTED**

* After the written acceptance of the contingent offer has been received, save the proposed appointee's written acceptance so HR staff can submit via HRFE. The offer and acceptance must be together (an email stating they accept will not suffice; the actual offer is also needed).
* **Campus HR Background & Misconduct Check Process**

[Information from IHR on Background Checks](https://humanresources.illinois.edu/services-and-information/services/service-center/#background-check) & [Policy on Consideration of Sexual Misconduct in Prior Employment](https://www.hr.uillinois.edu/cms/One.aspx?portalId=4292&pageId=5689)

* + The Background Check (and Misconduct check- both are submitted to IHR via the same request) **available via CSOD Manage Candidates section**
		- Via the Manage Candidates section of CSOD, Click the box next to the proposed hire’s name
		- Click Change status button
		- Choose Background Check
	+ IF check **not needed** **OR** when Background/misconduct check **process complete,** IHR will email the JDX workflow initiator that the process is complete
	+ A copy of the approval emails are required for HRFE transaction
	+ If needed, the unit could follow-up with the candidate to confirm the start date and other details as needed
* Ensure all applicants have been notified of their status in the search
* Hiring official should send out an announcement to the unit regarding the new employee (ensure all hiring docs are approved and all applicants notified of their status in the search. If a current U of I employee, ensure they have informed their current office)
* Hiring official should thank the search committee for their service

**□ If offer DECLINED**

If the proposed hire turns down the offer please complete the following:

* Update the status and disposition codes for the candidate to- *Closed/Dispositioned* and *Declined Offer* IF you wish to request to make an offer to a different finalist:
	+ The search chair/Exec Officer will write up an addendum to the Narrative indicating the date of the declined offer and the next steps the department wishes to take. Attach this revised Narrative to a new appointment form. In the comment box above *Additional Attachments,* note the name of the previous proposed hire so that units can access all documents to streamline the review.
* IF the unit will NOT make another offer:
	+ Update the narrative to indicate why a hire will not be made and the search closed
	+ Email the narrative to the IHR TAP and copy lascollegehiring@illinois.edu
	+ Ensure all applicants have been notified of their status in the search

**Process the hire through HR Front End**

Consult the [IHR job aid website](https://humanresources.illinois.edu/services-and-information/resources/job-aids/) for instructions

**Onboarding Process**

Please review the campus site for  [onboarding new employees](https://humanresources.illinois.edu/employee-experience/new-employee/onboarding/) for useful information to assist your unit in effectively onboarding your new employees. LAS HR will soon have updated onboarding documents.