This checklist briefly summarizes the major steps involved in the academic pre-search process and includes suggested roles for each step.

**1. Obtain from Hiring Official the Hiring Request information**

The HR staff member and hiring official need to work to put together the needed information to request a new position or replace a recently vacated position. A *SF hiring request JDX template* excel doc has been developed to obtain the required information. **The template includes notes and important links to assist in answering the questions.** Note that there are 2 tabs:

First tab: *Hiring Request* needs to be filled out first by the hiring official and submitted to the HR staff to begin the JDX workflow.

Second tab: *Search Information* will be filled out by the hiring official AFTER submitting tab 1 info. This information is needed to begin the Cornerstone (CSOD) requisition (which is done after full approval of the JDX workflow).

All SF positions require the College to obtain Provost review of the position. Please note that this review may take 1-2 weeks after submission to the College.

**2. Start the *Faculty Vacancy* workflow in JDX**

The Hiring Request and Job Description information will be in this workflow. Follow the instructions from IHR for Staff Vacancy Job Aid <https://humanresources.illinois.edu/jdxpert-cornerstone/job-aid/index.html>. Below are a few items to note for the workflow:

1. Job Title- Department Name field:
   * **Do not abbreviate** any portion of the title field. Please remember to enter the department name into the title field- this helps LAS and IHR find your job in CSOD.
     + Example: *Lecturer- Department of Chemistry*
2. Select correct individuals to review the workflow
   * Unit HR review and sign-off: Should be the HR staff member in the unit
   * College reviewer: LAS HR

**3. HR staff member prepares for the search and first search committee meeting**

As the request is being reviewed by LAS and the Provost Office, HR staff will **A) ask the hiring official to fill out tab 2 of the *SF hiring request JDX template***, **B)** state that the **first search committee meeting should be set,** and **C) provide information on the charge the hiring official will provide at the meeting**.

**A. Tab 2 of the *SF hiring request JDX template*** will collect information on the Search Committee members, Advertising Sources, Ad elements, salary statements, hybrid work statement, and FOAP for background check process. Information collected via tab 2 includes the following:

**Search Committee**

For all categories of job openings, LAS requires units to form a search committee involving multiple individuals who can properly assess the qualifications for the position. Individuals should have broad perspectives and a commitment to diversity. A diverse search committee will strengthen the pursuit of a highly qualified, diverse pool of candidates; preserve the integrity of the search process; and avoid the appearance of undue influence.

* Whenever possible, create a search committee that is diverse by race and gender. Provide a justification if this cannot be met (via *Comments* section in CSOD).
* Search Committees must have a minimum of 3 members
* Supervisors and Hiring Official cannot serve on search committees to ensure that the process is free from the appearance of bias.
* Identify a Diversity Advocate. Information on their role can be found on the [Office for Access & Equity website](https://oae.illinois.edu/our-services/hiring-processes/search-process-toolkit/). Hiring Official should ask one of the search committee members to fulfill this role.
* Online Diversity Training for Search Committees
  + To ensure that all members on a search committee are aware of best practices, the Office for Access & Equity requires that all search committee members complete the online DiversityEdu program at least once every three years. Access to the electronic files for this position will be granted to search committee members after they have completed the training.
  + Unit HR contact has access to a list of university employees who have taken the training- *Diversity EDU completion report info doc* located in the *LAS Search Committee and Processing Documents* BOX folder (contact Amy Elli for access).
  + If the list does not contain the name of a proposed search committee member, please contact the Office for Access & Equity (accessandequity@illinois.edu) with their name and netid and request that they be granted access to the course.
  + Review the *DiversityEDU completion report information* doc for a sample email to send to search com members who need to take the training.

**Advertising Sources**

The hiring official, with Search Committee input, should discuss recruitment sources/strategies to ensure the most diverse pool of qualified candidates. For all ad sources, please ensure that the price and timeline for postings will work with your budget, search plan and proposed application deadline. The job ad will post automatically by the university to the following:

* U of I Job Board
* HigherEd Jobs (https://www.higheredjobs.com )
* [Broadbean sources](https://oae.illinois.edu/our-services/hiring-processes/recruitment-sources/): posted automatically by OAE. Departments do not need to keep copies of these ads.

Each search should identify and document the **good faith efforts** to be addressed during the search. **Please keep a list of conferences attended, organizations contacted, and individuals contacted that are part of your search’s plan to recruit underrepresented demographics.** The submission and outcome of these efforts is part of the search paperwork.

National Professional Journal: If you should hire an international person for the position, you will most likely sponsor him/her for a green card. In order to be prepared for that possibility, please note that at least one ad for the position needs to be posted in a national professional journal, either in print OR electronic ad posted for 30 days. Without an ad you may end up having to re-advertise during the green card process. The Chronicle of Higher Education meets Department of Labor requirements for print or online advertising. Specific Dept of Labor criteria is located in the [*LAS Search Committee Processing Documents*](https://uofi.box.com/s/sjvxm0hzhluzexnl8upux1nfw71uke4w) Box folder.

Units need to discuss if disciplinary sources should be used for the search. Units are asked to utilize special recruitment efforts or methods which target members of the designated classes, including U.S. military veterans and persons with disabilities as well as members of historically underrepresented groups. The Office for Access & Equity has created a list of recruitment sources that all units should review: <https://oae.illinois.edu/recruitmentsources.html>

**B & C) First search committee meeting and charge to search committee**

* HR staff member completes the following:
  + Provide the hiring official with information on providing a charge to the search committee– what is expected for them to do (will they conduct initial interviews and present an unranked or ranked list to the EO; will they only be reviewing applications and presenting a short list to an executive committee or the EO and not conduct any interviews); what a potential hire must have to succeed in the position; etc). The charge should be presented at the first search com meeting. See the example of the email to send to the hiring official- *3.3 Charge guidelines for Hiring Manager.*
  + HR staff member should create a collaborative space for the search committee- TEAMS or BOX.
  + Add search committee members to the collaborative space, ensuring confidentiality of the information. This space will be used to house approved documents for the position and job aids. Reminder: at end of process remember to remove access to the collaborative space as search com members do not need continued access to this confidential information.

Items to add to collaborative space at beginning of process:

* + - Bank of common interview questions
    - University non -discrimination policy (CAM)
    - Pre-Employment- topics to avoid during interview process
    - Narrative form (edit top portion with title and req #)
    - Agenda for charge meeting (see Agenda for First Search Com Mtg for details on what to discuss. The sample agenda provides the main points that should be conveyed to a search committee)
    - Good Faith Efforts tracking sheet (add req # to column A)
    - Timeline of search process (edit with the information known at time of meeting)

Once approved, add these items:

* + - Search ad as it appears on the U of I job board
* HR staff sends a welcome email to the search committee- see sample *Email welcome to search committee*
* HR staff member finds a time for the Search Committee, Hiring Manager/Executive Officer, and staff support (if applicable) to meet. This meeting, which can be conducted in person or via zoom, must happen before any applications are reviewed. Preferable to have this meeting before the ad appears OR at the very beginning of the search window so the search committee can assist in recruitment.

**4. First search committee meeting**

* HR staff and hiring official work together to discuss the agenda items and answer questions on the process. See the appropriate agenda for your unit’s position for all the items that need to be discussed: *Agenda- Traditional CS positions; Agenda- Custom CS positions; Agenda- AP positions.*

**5. College and Campus review of request**

As the HR staff person works through all the items above, LAS and Provost Office will be reviewing the request be in touch with the unit on any questions.

* LAS HR will obtain Associate Dean review; if approved, the request will be submitted to the Provost Office for review. If approved, the position will be assigned a hiring plan number; LAS HR will enter that number into JDX and approve the workflow.

**6. Approval of JDX workflow**

Approval of the JDX workflow will arrive via email to the unit HR staff member who created the workflow.

* The email notes when the information from JDX will flow into Cornerstone (CSOD)- the system where the search happens. Information from JDX automatically feeds to Cornerstone on the following daily schedule: 9:30 AM, 3:30 PM, 9:30 PM, 3:30 AM
* The flow of information does not happen at the exact times noted by campus, it normally is 30 minutes later. So, if you receive the JDX approval email at 10AM, put a reminder on your calendar to log into CSOD around 4pm the same day to find the CSOD requisition.

CSOD instructions are contained in a new document- *Overview of Search Procedures Specialized Faculty*