

Quick Search Guide (see Guidelines for Search Committees for complete information) [Click Here](#)

- Appointing authority (supervisor/chair/dean/VP) will initiate a request to fill form ( on HR website under forms)
- Upon receipt of an approved request to fill form, Jan Elwell will provide the appointing authority with an Interview Exchange Information Form ([Click Here](#)) to complete and return to Jan Elwell
- Upon receipt of a completed Interview Exchange Information form, HR will:
  - Initiate the search through posting on Interview Exchange, internally and on the website for retrenched SUNY employees.
  - Advertise faculty and professional positions on HigherEdJobs.com, Inside Higher Ed, with Indeed.com and in other web and print media as requested/approved.
  - Create a Civil Service Certification of Eligibles for competitive classified positions.
- Search Committee chair will make arrangements with Personnel Associate and the appointing authority to attend their first meeting so that the charge may be delivered.
- Search Committee will Develop a timetable and submit to Personnel Associate
- Search committees will conduct searches in accordance with the SUNY Delhi Guidelines for Search Committees. Please use folder to the left to identify candidates by category.
- When finalists are tentatively selected for on-campus interviews, the Search Committee chair will provide candidate names to Jan Elwell to request online search/survey of finalists. The search committee chair will be notified if any candidates should be removed from consideration.
- The Search Committee chair or designee is responsible for inviting candidates to campus, arranging the candidates' on-campus schedule and assisting the candidate, as necessary, with travel arrangements.
- For high end positions – open forums should be scheduled and evaluation forms should be provided to attendees.
- Candidates will meet with the personnel associate during their on campus interview for benefits information and travel reimbursement.
- Search Committee will make a written recommendation to the appointing authority. The search committee is responsible for checking candidate references prior to making a recommendation.
- Offer will be made to selected candidate by the appointing authority contingent upon a clear criminal background investigation. The appointing authority completes a CP.1 if Professional Staff (form available on HR website) Form should contain all the information requested. The candidates' full name (including middle initial), date of birth and social security number and provides the information to HR so that the criminal background check can be completed.
- HR will conduct the conduct the background investigation and notify the appointing authority of the results.
- Upon successful completion of the background investigation, the appointing authority finalizes the offer with the selected candidate and determines a starting date.
- The appointing authority notifies HR and the search committee members of the acceptance.
- For classified service positions, HR creates an offer letter.
- For faculty and professional staff positions, the CP-1 and offer letter are completed by:
  - Faculty and academic staff: secretary to the provost
  - Student life staff: secretary to the vp for student life
  - All other positions: HR administrative aide
- At the conclusion of the search, the search committee chair provides HR:
  - Matrix used to evaluate candidates

- Phone interview dates, questions and interviewees
- On campus interview dates, questions and interviewees
- Telephone reference check forms
- Written recommendation to appointing authority