

Pre-Search Process Information for Academic Professional Positions

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

1. Start the *Academic Professional Search* workflow in HireTouch (HT) Staff

All HT documents required for the search (ie- HRF, PAPE, and Search Form) will be in this workflow. Consult LAS Hiring website- [HT Form Instructions- Creating Workflows and Editing Forms](#) for assistance.

2. Complete the Hiring Request Form (HRF) EO, Staff

- All Academic Professional positions require an HRF.
- To make completion of the HRF easier, Executive Officers may want to fill out the [HRF Word version](#) and send to their appropriate Staff member for easy entering into HT.
- Helpful Hints:
 - Length of appointment needs to be filled out only if the appointment is temporary. Examples would be Fall 2016 or AY 16-17.
 - Salary amount or range will be what the potential hire will be paid for the appointment you are proposing. If you are requesting a Fall only appointment at 50%, then the salary should be entered for that % time and length. Do not enter what a full time appointment would be paid.
- HRFs contain the following questions:
 - Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.
 - Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?
 - Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.
 - Describe the funds you have available to ensure you can make this hire without incurring deficits.
- When ready to send off for approval, click *Save and continue to approvals*. The approvals are the following:
 - Department: Unit Executive Officer
 - School (if applicable) or choose *College, LAS Hiring*
 - *College, LAS Hiring*
 - The College office will determine all other approvers based on the LAS HRF Guidelines
- Click on *Save* located in the lower left corner of the screen. As soon as the approvers are saved on the Approval page, an email will go to the Department EO and the process has begun.

3. Complete the PAPE form EO, Staff

- The PAPE Form is used to establish a position as Academic Professional and therefore exempt from the Civil Service System. The unit must discuss what job duties and qualifications (required and

Pre-Search Process Information for Academic Professional Positions

preferred) are needed for the position. **The duties and qualifications from the PAPE will be used in the ad**- therefore the EO must decide if the search committee should be involved in the development of the PAPE.

- Additional information on PAPes can be found on via the [LAS Hiring website](#)- AP & *Specialized Faculty Search Resources* and in the *Search Committee & Processing Documents* BOX folder (contact Amy Elli for access).
- To make completion of the PAPE easier, the hiring official may want to fill out the PAPE Word version (located on the [LAS Hiring Site](#)) and send to their appropriate Staff member for easy entering into HT.
 - For new AP positions and those where the PAPE form is older than 3 years please submit a PAPE via the *New PAPE or Update existing greater than 3 years* form within the workflow.
 - For current AP positions less than 3 years old where all the duties and qualifications have not changed please upload the current PAPE via the *Upload existing approved PAPE within 3 years* form within the workflow.
 - Titles containing “director” require an extra level of review- consult LAS Hiring website- [Information on Titles containing Director](#) for information.
- Submit the PAPE form at the same time as the HRF. Please note: Departments and Schools DO NOT have electronic approval lines for this form. If LAS receives a PAPE with the HRF, we assume the Department and School have approved the position duties and qualifications.
- Enter all required information marked with a red *. When ready to send off for approval, click *Save and continue to approvals*. The approvals are the following:
 - *College, LAS Hiring*
 - *AHR PAPE Reviewer*
 - *PAPE Final Approver*
- Click on *Save* located in the lower left corner of the screen
- As soon as the approvers are saved on the Approval page, an email will go to the College, LAS Hiring In Box and the process has begun. PAPes are approved by AHR. An approval email is sent to the Search Contact. The PAPE and HRF must be approved before the College will approve any further forms.

As the forms above are being reviewed, please begin work on the items needed to complete the Search Form (4-6 below):

4. Select Search Committee EO

- Whenever possible, create a search committee that is diverse by race and gender. Provide a justification if this cannot be met.
- Whenever possible, select a chair for the search committee that is not the person to whom the position will report when hired so the search committee can serve in an advisory role. Provide a justification if this cannot be met.
- Identify a Diversity Advocate. Information on their role can be found on the [ODEA website](#).
- Provide the charge to the search committee (either in person at first search com mtg or via email): what you expect them to do (will they conduct initial interviews and present an unranked or

Pre-Search Process Information for Academic Professional Positions

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)

□ Online Diversity Training for Search Committees

- To ensure that all members on a search committee are aware of best practices, the Office of Diversity requires that all search committee members complete the online DiversityEdu program at least once every other year. Search forms **will only be approved** by ODEA once all members of the search committee have completed the training.
- If needed, contact Amy Elli for a list of individuals who completed the training in the previous AY.
- It is highly recommend that the search form NOT be held in the unit while you wait for search committee members to complete training as the DiversityEdu system will not inform a unit when the training has been completed. The Office of Diversity will have reports on who has recently completed training and will be able to monitor this requirement.
- All Faculty, Specialized Faculty, and Academic Professionals have been entered into the system and should be able to complete the program at any time. If a student or individual hired after Sept 2015 is in need of taking the program, please contact the Office of Diversity (diversity@illinois.edu) with their name and netid and request that they be added to the course.
- Here is a link to the training: <https://compass2g.illinois.edu/> . Netid and password are required to login. The course is listed under “My Courses”.

5. Position Announcement (Advertisement) EO, Staff

- Executive Officer needs to decide the level of involvement of the Search Committee (selection of ad sources, discussion of duties and qualifications).
- Create the position announcement with the 11 required elements from the [Office of Diversity, Equity and Access \(ODEA\) manual](#) AND using the information from the approved PAPE. The *Search Committee & Processing Documents* BOX folder contains a sample ad with basic headers and required language (contact Amy Elli for access).
- Create a short ad (to be used in sources that charge by the word). A short ad example can be found via the [LAS Hiring Website- Resources for HT](#).
- Create a short url- Please consider creating a short url for your search. If your unit wishes, you can replace <https://jobs.illinois.edu> in the long ad you post with the short url. The job board is a bit cluttered, so you may want to direct applicants directly to your ad. The short url can also be used in your approved short ad. Instructions on creating and editing a short url are on the [LAS Hiring Website- Resources for HT](#).

6. Establish Search Plan and Recruitment Sources EO, Diversity Advocate (DA), and Search Committee should discuss recruitment sources/strategies to ensure the most diverse pool of qualified applicants.

Required Advertising Sources for Regional & National Searches:

- U of I Job Board : Posted automatically

Pre-Search Process Information for Academic Professional Positions

- HigherEd Jobs and Affirmative Action Email (www.HigherEdJobs.com): Posted automatically and your unit is billed directly.
- Illinois Diversity (illinoisdiversity.com) posted automatically by Office of Diversity. Departments do not need to upload this advertisement to the Activity Tab in HireTouch.
- Abilitylinks.org (www.abilitylinks.org): **Unit must post to the website.** AbilityLinks is a free nationwide job opportunity website for persons with disabilities and inclusive employers.

Units need to discuss if disciplinary sources should be used for the search. Units should 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. A proactive recruitment plan should be used and could utilize some of the following:

<http://www.academickeys.com/>
<http://diverseeducation.com/>
<http://www.insightintodiversity.com/>
NACADA- For advising positions
Dice.com- for technology positions
Hireveterans.com

Visit the [Office of Diversity List of Internet Recruiting Sources](#) for additional sources.

7. EO gives information above (4-6) to Staff to enter into HT via the Search Form

- Staff contact should check ad costs and publishing dates to ensure that all ad sources can be used.
- Consult LAS Hiring website- [HT Form Instructions- Creating Workflows and Editing Forms](#) for assistance with this form.
- Search Form reviewed by LAS and ODEA

AFTER Search Form is approved:

8. Advertising Staff, Search Chair

- Begin advertising after receipt of search approval from ODEA (via email).
 - All ads as specified on the Search Form must be used. If there are issues, please contact Amy Elli.
 - Ads are only required to appear once in each specified source.
- Save copies of all advertisements as they appeared in each source and upload in HireTouch through the Activity Tab, preferably as one scanned document coded as *Advertisement*.

9. Set up Search Committee Meeting to plan the search Staff, Search Chair

Consult the LAS Overview of Search Procedures for additional information.