

Target of Opportunity Hires through Search Process

If through the faculty search process, your department identifies a person from an underrepresented group as the selected choice for a position OR if the search identifies two highly qualified candidates, one of whom may further the campus diversity objectives, please complete the TOP Traditional Search paperwork by following these instructions. For information on TOP hires via search waivers, please consult [Provost Communication 7](#).

- If this is the *only hire* from your search (the TOP eligible finalist is your first ranked finalist)-
 - Email the Office of Diversity (diversity@illinois.edu) and request that they add the TOP Traditional Search form to your search workflow. Please include your search # in the request (F1700XXX).
 - Complete the Summary and TOP forms. Submit the completed TOP Form and Summary Form (and all supporting documentation outlined in each form) to *College, LAS Hiring* via HireTouch.
 - LAS approval is needed before an offer can be made. The Dean will issue the offer, unless the department resides in a School.

- If this is a request for an *additional hire* in the search-
 - Email the Office of Diversity (diversity@illinois.edu) and request that they add the TOP Traditional Search form to your search workflow. Please include your search # in the request (F1700XXX).
 - Complete the TOP Traditional Search form. Submit the completed TOP Form (and all supporting documentation outlined in the TOP form) to *College, LAS Hiring* via HireTouch.
 - Please note- the proposed hire must be included in your Summary Narrative document as a finalist.
 - LAS and Provost Office approval is required for all additional hire requests. The Dean will issue the offer, unless the department resides in a School.

Acceptance Letters - TOP hires

If the TOP proposed hire accepts-

- Upload the proposed appointee's written acceptance.
- If this was the only hire from your search, remember to approve the Summary Form.
- Review section 8 of the [Overview of Search Procedures for Faculty](#) on detailed instructions on all further steps (Background Check, BOT approval)

If the TOP proposed hire declines-

Update the status code for the person that declined your offer- *Declined offer*.

If further requests for offers are needed, please contact your Associate Dean to discuss options.

HR Front End Processing- TOP hires

AHR has asked that when processing a TOP hire that the "SEARCH NUMBER" field in HRFE be filled out using the appropriate number:

- For hires identified through a search, use the Search Number (F1700xxx)
- For hires identified outside the search, use the TOP Waiver number (T1700xxx)

As for all hires, the approval email and TOP approved form are required documentation for HRFE transactions.