Advertising

- Begin advertising after receipt of Search approval from Office of Diversity, Equity and Access (ODEA).
  - All ads as specified on the Search Form must be used. If this cannot be done, 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 (HT) through the Activity Tab, preferably as one scanned document. Assign the Document Type “Advertisement”.

Semi-Finalist pool
A search committee can request a diversity report on a pool semi-finalists. To obtain this report please email amyelli@illinois.edu the following information: Search Number (F13XXXXXX) and the First and Last names of the semi-finalists.

Document Selection of Finalists
As applications are reviewed and the finalists have been determined (those that are coming to campus for interviews), ensure the following information is submitted in HT via the Finalist Notification Form (FNF):

- Screening criteria for review of applications (established BEFORE review of applications). Assign the Document Type “Application Evaluation Criteria”.
- Copies of all ads placed
- Update Status Codes for all applicants (see list of codes below)
- Interview Questions and Criteria (if established). Assign the Document Type “Finalist Interview Questions”.
- An answer to the following: Did the Search Com and Diversity Advocate review and discuss the Diversity of Pool Report?
- If only 1 finalist was selected, please explain.

The scheduling of interviews can begin as this information is submitted to the staff contact. The FNF is located inside the search workflow in HT. Submit the FNF to Amy Elli for review. We ask that the FNF be fully approved BEFORE any campus visit begins.

Status Codes to choose for applicants:
1. Not reviewed (the committee did not review submitted information)
2. Incomplete Application
3. Does Not Meet Minimum Qualifications – Education/Degree
4. Does Not Meet Minimum Qualifications – Experience/Skills
5. Meets Minimum Qualifications – Lacks Preferred Education/Degree
6. Meets Minimum Qualifications – Lacks Preferred Experience/Skills
7. Screening or Phone Interview
8. Finalist/Campus Visit Interview
9. Withdrew

Letters of Reference
If letters of reference have not been requested here are two ways to place letters in HT:
Important HireTouch Reminders For Staff Contacts
Faculty Hiring Process

- Reference can be requested via HT (reference writers receive an email and upload their letter). Review the Reference Functionality pdf located within the Resources tab in HT for specific information.
- Search Committee can request letters outside of HT (useful if the committee wishes to give a deadline for obtaining the letters). Staff Contact can upload letters into each applicant’s HT file. Assign the document type “Letters of or List of References- CONFIDENTIAL” if letters are uploaded by the staff contact.

Request Offer from Dean’s Office
- Search Chair and Executive Officer completes the Summary Form Attachment.
- Use the Summary Form Attachment to fill out the Summary Form in HT.
- The Summary Form will be placed inside the search workflow in HT after the FNF is fully approved.
- Upload the following via the Activity tab:
  - Summary Form Attachment. Assign the Document Type “Summary Narrative”.
  - Letter from Head of Unit/School to Dean. Assign the Document Type “Other”.
- Ensure Reference Letters for all Finalists are in HT.
- Submit Summary Form to College, LAS Hiring for review.

Issue Offer
- For units within a School, LAS will contact the School Director with college approval.
  - School issues offer (copies the College)
  - After the proposed hire accepts, upload written acceptance (signed offer letter) via Activity tab in HT. Assign document type “Acceptance Letter”
  - Update Status code for proposed hire to “Hired”
  - Approve Summary form- submit to *ODEA, ODEA
- For all other units, the Office of the Dean will issue the offer and complete all steps above.
- If the proposed hire declines the offer:
  - Recertify the Summary Form and update the information for your next proposed hire.
  - Upload an addendum indicating the date of the declined offer and all further steps and attach via the Activity Tab.
  - Submit Summary Form to College, LAS Hiring for review.
  - Update the status code for the person that declined your offer to “Declined Offer”
- If the department will not offer the position to anyone else, nothing needs to be done with the Summary Form. Update the status code for the person that declined your offer to “Declined Offer” and inform the College that the search will be closed without a hire.

Closing the Search
Inform other candidates of their status.
Remove job from jobs.illinois.edu- Email diversity@illinois.edu
Process hire through Front End (includes Search number and ODEA approval email).

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