COLUMBIA ENGINEERING STAFF RECRUITMENT OVERVIEW

(STEP I) Request for new/replacement position (R2R and job description)**.**
https://columbiauniversity.qualtrics.com/jfe/form/SV_6ExZp0dnOqQVfOl

(STEP II) Approval/Denial (Hiring Manager > Budget> HR review and benchmarking)

(STEP III) Internal- Talentlink /External Posting- automated Indeed and HERC distribution (additional costs for other external depts)

(STEP IV):   RESUME SCREENING-

- This is the initial screening. Its purpose is to ensure that the candidates, chosen to advance into the subsequent phases, have the required minimum qualification.   It is also to ensure compliance to EEO-AAP, and Diversity Initiatives requirements.
- Only the qualified candidates' resumes are passed on to the next phase.
- All candidates, deemed unqualified through this screening process, will be informed of the decision via an acknowledgment letter sent by talent link.

(STEP V): **TECHNICAL SCREENING**

This must be done prior to the actual interview of the candidates.

The Search Committee may choose to use this or any other screening techniques that they deem more appropriate for the search, provided that such technique is fair, impartial, and non-discriminatory:

- **Technical Screening by Subject Matter Expert or Hiring Manager:** the screener will review the screened and qualified (by HR) resumes and select the candidate for technical /phone screening. The screeners will select candidates for interviewing by the Search Committee. This action is usually conducted via phone.
- **Technical Screening by Search Committee:** the committee will hold a review meeting to discuss candidate qualifications and select candidates for interviewing.
- The Technical Screening (please see attached) Form or meeting notes will serve as records of rationale and decision for this step.
- The Search Committee will inform HR, and then HR will notify the de-selected candidates via Talentlink.

(STEP VI)-INTERVIEWING & SELECTION
- All interviewed candidates are required to complete the Talentlink Employment Application Form
- While the hiring manager has the responsibility of making the final hiring selection based on input and insight from the Search Committee.   In no situation will the employment offer, for any non-student searches, be made based on the sole discretion of 1 person. This is to ensure compliance with EEO/AAP and Diversity requirements.
- It is recommended that a debrief meeting is held by the Search Committee immediately following the completion of the interview to consider the candidate and make a selection decision. When there are a number of interviews within the same work week, it is understood that such a meeting may be held following the completion of the last interview.   Efforts should be made to achieve consensus among the committee members; however, when consensus can't be achieved, it is the hiring manager to make a final selection decision.   Candidate de-selected, following an interview, will be notified by either the hiring manager via Talentlink. Once you have made your final decision, the next step will be:

(STEP VII)-REFERENCES

HR or the hiring manager may not check employment references until the applicant has completed the Reference link (via SkillSurvey). Upon completion of SkillSurvey, HR or hiring manager must check references with the applicants before making the applicant a conditional offer of employment.

For internal transfers to SEAS: After completing the skill survey, if the Hiring Manager determines that an internal candidate is a finalist, they must inform the candidate. At this point, the candidate must inform their supervisor that they are the finalists before a formal offer is made. The candidate must confirm completion of this step with the Hiring Manager within a reasonable and mutually agreed upon time frame. Once confirmed with the candidate, the Hiring Manager should follow up with and obtain feedback on work performance from the finalist's supervisor or designated reference(s) before a formal offer being made, then submit written reference check notes to the HR manager. SEAS HR will then reach out to the corresponding current school HR representative to do an HR reference check and verify personnel status with Central Human Resources

Please take note that, when checking references, the HR Manager and/or hiring manager shall not inquire into the applicant's salary history, unless the applicant has disclosed his or her salary history voluntarily and without prompting.

(STEP VIII)-Pre-Offer Background Check- Verification of Education and Employment
- Once a finalist has been selected before an offer can be made, the candidate must clear the pre-offer education and employment background verification check.
- The applicant will receive an email from HireRight with a secure link.
- The estimated turnaround time for this background check can range from 2-4 weeks. Some checks may take longer depending on the prompt information collection and the number of resources needed to be contacted. **Background Checks**
- CU HR will send a final clearance email SEAS HR within 2-4 business days, giving the approval to extend a verbal offer.
- Once Central HR has notified the school's HR department, the hiring department will be notified that they may extend a verbal offer of employment.

(STEP VIIII)- EMPLOYMENT OFFER (VERBAL AND WRITTEN)

- The hiring manager or HR representative will be responsible for verbally negotiating the offer. It is recommended that the candidate be given up to 5 days to consider the offer. When extenuating circumstance necessitates extending the consideration period, it is given at Human Resources and hiring manager's discretion.
- If the candidate counter-offers and the offer is within the previously approved ranges. It is the responsibility of the Hiring Manager to consider and make the final decision regarding the counter-offer
- If the counter-offer is above the previously approved ranges, it is the responsibility of the hiring manager to reject the offer or to propose the counter-offer to an Approval Authority by coordinating with HR before making the best and final offer.
- If the candidate accepts the offer, the HR representative will draft the Letter of Offer. THR will forward it, along with other required forms (background and educational check authorization, etc.), to the finalist (via talentlink). All hiring managers can view the status of a candidate's recruitment and onboarding status via Talentlink (with the applicant's history profile)

(STEP X)- Post Offer Acceptance- Post Offer Criminal Background Check
- Once an employee has accepted the offer in HireRight, the HR representative will initiate the post-offer background check process.
- The applicant will receive an email from HireRight with a secure link. The applicant must complete within 24-28 hours.
- The estimated turnaround for a background check completion averages 2-4 weeks. Some checks may take longer depending on the prompt information collection and the number of resources needed to be contacted. **Background Checks**

● CU HR will send a final clearance email to SEAS HR within 2-4 business days giving the approval to onboard the candidate.

(STEP XI)- Onboarding

- The onboarding process will begin after receiving the clearance from CU verifying the candidate's post-offer criminal background check has cleared.
- The HR representative will work with the candidate to complete all necessary forms. Including but not limited to (Tax forms, NYS 195, etc. Required Onboarding Documents) Candidates will be given 5 working days to complete the forms and return them to the HR
- The candidate will also be notified that they must complete an I-9 to provide verification of eligibility f of employment.
- Once the I-9 is completed, SEAS HR will create (or re-activate) a UNI for the new candidate and will communicate guidance to the candidate on activating the UNI and UNI email. New Employees will be notified where and how they can receive an ID badge upon the first day of employment. Onboarding Details
- After completing the I9, SEAS HR (if Dean Office Hire) or Department Administrator must process the hire transaction (PAF or TBH) via PAC. Copies of all onboarding supporting documents (for payroll processing) will be shared via slate with respective department administrators. Please allow 7-10 business days for your new hire to access PAC.
- If the employee has not completed their I9 before their first day of employment, they must do so upon arrival on their first day. No new hire transaction can be submitted, or UNI creation until they have submitted all required onboarding paperwork, including completing the I-9. Eligibility to Work
- CU HR Benefits will contact the employee within the first 2-3 weeks of their start date to let them know they are eligible for the benefits. CUBES
- Supervisors will be notified of their new hires' status once they have cleared the onboarding process. HR will notify the supervisor of the incoming employee of their UNI.
- The new employee will be contacted by their supervisor of first-day details the week before their start date with a welcome email for first-day details. First Day Welcome Emails
- The new employee will be notified of the Columbia Engineering orientation a week before the orientation.
- The new employee will be provided with New Hire orientation at the university level with their information.