



# Columbia Law School

## Recruitment Policy Job Aid

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### Recruitment

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The following are the steps for requesting to post a vacant or new position in your department:

1. The hiring manager notifies CLS HR of their needs
  - a. If the vacancy is the result of a resignation, a copy of the resignation letter needs to be submitted to CLS HR. (Please keep in mind: Vacancies offer the opportunity to reassess staffing and operational needs and make necessary changes before the position is posted.)
  - b. If this is a request for a NEW line, please submit:
    - i. Justification for the new role, which should include budget and space allocation.
    - ii. Job description
2. CLS HR reviews request and obtains the required approvals. (3-5 days)

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### Job Posting

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3. Once the request has been approved, CLS HR will post the job on the Columbia University job site. (1-2 days)

If necessary, additional ads can be place directing applicants to the Columbia University job site.

  - a. Administrative grades 6-9b<sup>1</sup> (support staff union) and grades 10-13 (junior officer of administration) are required to be posted for a minimum of 5 business days.  
Administrative grades 14-16 (senior officer of administration) require an intensive recruitment search and are required to be posted for a minimum of 14 calendar days, both the CU job site and external job sites
4. The hiring manager will be provided with how to review online applications.
5. Hiring managers are responsible for:
  - Ensuring that all applicants apply through the [TalentLink](#).
  - Reviewing the applications and other documents to screen for the most qualified applicants
  - Interviewing applicants

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<sup>1</sup> All support staff union applicants who apply to a union position within the first five days of the job being posted, **must** be interviewed.

- Conducting reference checks
  - Ensuring that selected applicants meet the minimum job requirements as listed in the job posting
6. Once a finalist has been identified, the hiring manager should notify CLS HR and provide the following:
    - a. Name of selectee
    - b. Reason for selection
    - c. List of candidates interviewed
    - d. Proposed salary
    - e. Proposed start date

The hiring department may notify the selectee of their finalist status and make a contingent job offer HRs approval.

7. CLS HR will submit the selectee to CUHR for review and approval.
8. Once approved, CLS HR will confirm the salary and start date with the hiring department and send out an official offer packet via DocuSign. The offer packet includes:
  - a. Offer Letter
    - i. The offer letter includes title, department, start date, salary,
  - b. Salary Form
  - c. Finalist's Online Application
  - d. Tax Forms
  - e. Personal Record Form
  - f. Criminal Background Disclosure Form
  - g. Link to begin their background check will be sent in a separate email