

## Recruitment Policy Job Aid

Recruitment

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
   1. 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.)
   2. If this is a request for a NEW line, please submit:
      1. Law School Hiring Request Form
      2. Job description
2. The CLS hiring committee will review your request and someone from HR will follow-up to let you know if the request is approved or if more information is needed.

Job Posting

1. Once the request has been approved, CLS HR will submit the job description to be approved by CUHR. Once approved, the position can be posted on the Columbia University job site the next day at 11am.

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

* 1. Administrative grades 6-9b[[1]](#footnote-1) (union support-staff) 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 15 calendar days, both the CU job site and external job sites. You will also need to interview at least three candidates. All interviewed candidates must formally apply on our website.

1. The hiring manager and search committee will be provided with instructions on how to review online applications.
2. Hiring managers are responsible for:

• Ensuring that all applicants apply through the [TalentLink](https://careers.columbia.edu/).

• Reviewing the applications and other documents to screen for the most qualified appli­cants

• Interviewing applicants

• Conducting reference checks

• Ensuring that selected applicants meet the minimum job requirements as listed in the job posting

1. Once a finalist has been identified, the hiring manager should notify CLS HR and provide the following:
   1. Name of selectee
   2. Reason for selection
   3. List of candidates interviewed
   4. Proposed salary
   5. Proposed start date
   6. List of References (a minimum of three references must be called)

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

**\*\*If the selectee is a current Columbia employee, please reach out to HR as there is a separate process for internal transfers.**

1. CLS HR will send the selectee a pre-background check email from HireRight.
2. Once the pre-background check has been cleared, CLS HR will submit the selectee to CUHR for review and approval.
3. Once approved, CLS HR will send out an official offer packet via DocuSign. The offer packet includes:
   1. Offer Letter
   2. Form 195
   3. Tax Forms
   4. Personal Record Form
   5. Instructions to submit online timesheets (Support-Staff) and Absences or Quarterly Closeout (Officers).
   6. Criminal Background Disclosure Form
4. Once the paperwork has been completed, an email to complete the criminal background check will be sent via HireRight.

1. All support staff union applicants who apply to a union position within the first five days of the job being posted, **must** be interviewed. [↑](#footnote-ref-1)