OPEN-SEARCH CHECKLIST
(June 2010; CAS)

OPEN-SEARCH: Before beginning recruitment for state positions, you must obtain permission from the Dean to begin a search and verify that your department has the funds available for the new hire.

Items to be submitted to the CAS AA/EEO Committee for an Open-Search:

___ SUSB 68 (Page 1) completed (available at http://naples.cc.sunysb.edu/Admin/HRSForms.nsf/aac30a50ebe3a8185256a6f004b0a84/2fca18c7f973c185256a70005f8c3b?OpenDocument)

___ Request to Initiate Faculty Recruitment form (available at www.stonybrook.edu/provost/Forms/FacRecr.doc)

___ SUSB 37 Personnel Requisition (used only for staff recruitments)

___ Approved Professional Staff Position Description & Organizational Chart (used only for state professional staff recruitments)

___ Memo detailing Recruitment Plan

___ List of Search Committee Members

___ Resume Screening Instrument

___ Interview Questions and Evaluation Instrument

___ Advertising Request form(s) and ad copy for each publication

___ List of other advertising outreach, i.e., Web site listings/electronic bulletin boards, mailings to target groups, professional magazines/organizations, recruitment at conference events, etc. (See Office of Diversity web page for additional resources). Include samples of letters and postings.

The SUSB68 (page 1) form, along with all the above attachments, will be returned to you with appropriate signatures. **Do Not take the Open-Search apart** -- everything the Office of Diversity and Provost’s Office needs to review is attached and must be returned when you close your search.

When applications/resumes begin arriving:

. A letter of acknowledgement, along with a VAAIS form, should be sent to each applicant. (Form is available at http://ws.cc.stonybrook.edu/diversity/images/documents/word/VAAIS%20-%20STATE%20-%20MSWord%2097.doc)

. Begin your database of applicants, with the information needed for your Mid-Search submission

. Keep copies of all ads that appear, as they will be included with the Mid-search package