



## **THE DEPARTMENTAL RECRUITMENT- INTERIM PROCEDURES**

- Once a vacancy (replacement or new position) becomes available in your department, please email your request to Jazzmine Clarke-Glover at [jclarke-glover@gc.cuny.edu](mailto:jclarke-glover@gc.cuny.edu) or Gerry Philips at [gphilips@gc.cuny.edu](mailto:gphilips@gc.cuny.edu) in the Office of Human Resources (OHR) for:
  - A CUNYfirst job/title template description (Please include in the subject line of your email a proposed title and indicate whether or not this is a new or existing vacancy).
  - Upon receipt of your e-mail, the OHR will e-mail the generic job template description.

### **Please follow the instructions below for completing the “Recruitment Request” form.**

In order to complete a “Recruitment Request” form, go to the **HR and/or AA websites** and download the form from <http://web.gc.cuny.edu/HumanResources/> or <http://web.gc.cuny.edu/affirmative%5Faction/>

- Complete **Section “A”** of the form – ensure all fields are completed in order for the recruitment process to be properly captured into the CUNYfirst system. Make sure to also attach all documents listed in Section “A” to your form. Please copy the six digit title code number from the job template to Section “A” (it may be found next to a “Job Title” description line on the provided template).
- Once completed, please forward the package to the Affirmative Action Officer (AAO), Edith Rivera for review and approval at [erivera@gc.cuny.edu](mailto:erivera@gc.cuny.edu) or 212-817-7405.
- **Section “B”** will be completed by the AAO and then forwarded (with all attachments) to Jazzmine Clarke-Glover or Gerry Philips in the Office of Human Resources.
- **Section “C”** will be completed by OHR. The Office of Human Resources will contact you if there are questions, and/or when this search has been opened.\* For questions, please contact Ella Kiselyuk, Director of Human Resources at [ekiselyuk@gc.cuny.edu](mailto:ekiselyuk@gc.cuny.edu) or 212-817-7700.
- The OHR will circulate the package for approvals and authorizations:
  - Director of Human Resources
  - Senior Vice President for Finance and Administration
  - Associate Provost/Associate Dean
  - Provost & Senior Vice President/Dean

\*After the vacancy is posted, if you wish to extend the deadline for application or revise the posting, please inform Jazzmine Clarke-Glover via email at [jclarke-glover@gc.cuny.edu](mailto:jclarke-glover@gc.cuny.edu) or Ella Kiselyuk at [ekiselyuk@gc.cuny.edu](mailto:ekiselyuk@gc.cuny.edu).