ASR System Clean-up 2023

Review of the Hiring Process after AA Clearance is Obtained - Standard Open Searches

It is important that the data in the system presents a complete and accurate picture of Columbia University's academic recruitment process to ensure that the University is making equitable hiring decisions. It is the responsibility of the hiring department to close / cancel / fill searches once the recruitment process is completed but no later than 30 days after the last hire.

The hiring process in ASR does not end once a selectee receives Affirmative Action clearance and an EEO note is generated by the system.

In a standard open search, all applicants must:
- Have a final applicant workflow status (interviewed, not hired; not interviewed, not hired; hired; position canceled).
- A disposition code.
- All non-selected applicants should be notified by email of their non-selection status. Unlike RAPS (our former applicant tracking system) these emails are not automated. You have to trigger the emails to be sent by selecting the applicants and the email icon and choose the appropriate pre-loaded email template.
- After all non-selected applicants have been emailed, if someone was hired the posting status should be changed to "Position Filled," if no one was hired the posting status can be "Position Closed," if the position was canceled the posting status can be "Position Canceled."
- Tag all applicants with the diversity advocate UNI and the search committee chair UNI. **Delete all other tags or copy them to the Notes section for each applicant**. As noted in previous communications tags are not to be used to write notes about the applicant.

Then you must close the search. To formally close the search:
- Go to the blue Position Actions button (in the top right corner of the screen).
- Select Close.
- Was an applicant selected? Select Yes or No. If yes, then select the candidate(s) chosen for hire. If no, please provide a brief explanation in the Notes field describing why this search was unsuccessful (i.e. failed search, candidate declined offer, canceled search, etc.).
- Select Close Position.

The search is now archived properly. Failure to complete any of these steps will result in the search potentially still showing as an active search in ASR and on the ASR job board. You may want to review the public facing ASR job board to see if any of your closed positions are still visible. Please review all previously closed searches to make sure they were closed correctly.

*These steps only apply to standard open searches; waivers (also known as private hires or variances) are closed by the Institutional Administrator after the waiver candidate manually receives AA clearance.