

Dear Colleagues,

Academic Search and Recruiting (ASR) went live on June 7, 2021 and to date we have 42 active positions posted on our job board. Each of you contributed to the ASR implementation being a success—Thank you!

As we prepare to start to submit candidates for Affirmative Action clearance in a few weeks, please ensure that your posting is set up correctly. The “Position Posting” job aid can be found here:

[https://eoaa.columbia.edu/sites/default/files/content/docs/Quick\\_Start\\_Guide\\_Position\\_Posting.pdf](https://eoaa.columbia.edu/sites/default/files/content/docs/Quick_Start_Guide_Position_Posting.pdf).

The system administrators have reviewed many of the postings on ASR and have noticed some common errors. Below are some helpful posting tips:

- **Location:** *Only use location codes.* Morningside is 01. CUIMC is 02. LDEO is 04. Nevis is 05. Manhattanville is 06. You only need to include the number in this field, our job board will show the campus location (as text) that corresponds to the number.
- **Open Date:** The Unit Administrator is *responsible for final review* of a posting before it goes live. Interfolio best practice is to let the position auto post. In the training videos we mention that before the Unit Administrator approves a position, they should change the open date to one day in the future (e.g., if the open date is currently set to 6/30/2021 and the Unit Administrator approves it on 6/30/2021, the open date should be changed to 7/1/2021). This will allow the position to automatically post and publish.
- **Required Documents:** All posts must require a CV. Please remember to add a CV as a required document each time you create a new posting.
- **Appointment Type:** Please only use Fixed Term or Continuing.
- **Discipline:** If you want applicants to know what sub-department or specialty area the position is in please use this field (e.g. The department is Surgery and the sub-department is Plastic Surgery. Place Plastic Surgery in the Discipline field). This will display on the ASR job board.
- **Anticipated Start Date:** Please include, this is important for reporting purposes. If you would like the applicants to see the anticipated start date, please also include the date in the Position Description field.
- **Hiring Plan:** Place advertising information for two external sites in this field. *The ASR job board, Careers at Columbia and HERC do not count toward the minimum of two.*
- **General Notes:** If the posting is for a Fixed Term position, place the end date in this field in the following format, XX/XX/XXXX (e.g. 06/30/2022). If the position is not a Fixed Term appointment, this field should be blank.

Over the last few weeks, the following questions have come up:

**How do I add an Evaluator not listed in ASR?:** If you need to add an Evaluator who is not listed in the system, please submit an access request here:

<https://eoaa.columbia.edu/content/academic-search-and-recruiting-asr-access-request>.

**How do I add additional Committee Managers or Unit Administrators:** Submit an access request here:

<https://eoaa.columbia.edu/content/academic-search-and-recruiting-asr-access-request>. They will be assigned the appropriate training and upon completion of their training they will be added to ASR.

July 2021 ASR Newsletter

**May I hire more than one applicant on a post?** Each posting allows you to hire more than one applicant. There are no special fields that need to be completed.

**I do not remember what I learned in training, is there a refresher course?** You can access the training in ELM 24/7 and retake all or part of the course as needed.

**Are there job aids (quick start guides) available?** Yes, they are in the Additional Material section of each ELM course and they are on the EOAA ASR page here:

<https://eoaa.columbia.edu/content/academic-search-and-recruiting-asr>.

If you have additional questions not addressed above or in the ASR Frequently Asked Questions section of the ASR site, please email [academicrecruiting@columbia.edu](mailto:academicrecruiting@columbia.edu). Please feel free to forward this communication to anyone who may be interested and the communication will also be posted to the ASR site.

Sincerely,

The ASR Team