February 2022 ASR Newsletter

Dear Colleagues,

As we enter into peak hiring season please make sure you are completing the recruitment process properly and in a timely manner. The [Position Posting](#) quick start guide can help ensure that your searches are set up correctly and will pass the Affirmative Action clearance process at the appropriate time. Once a search receives [Affirmative Action clearance the EEO note](#) is emailed to the Committee Manager and attached to the search (viewable on the Positions page), please remember to include this document in your submissions to Academic Appointments. If applicable make sure to notate the End Date for time limited positions in your submissions to Academic Appointments as well. Finally, make sure to close out (Fill or cancel) any searches that should no longer be active (see the [Closing (Filling) a Position](#)).

**Please close out any non-active searches in RAPS. This system will stop being active in June 2022.

Top Reminders
- All Waivers (private hires) should be completed in ASR
- Make sure to set the posting status to "Accepting Applications" so that Evaluators (search committee members) can see the applicant pool
- If a search is marked "Rolling Deadline (Open Until Filled)" then the search must stay open until the search committee makes a final decision
- If an applicant is having a problem uploading materials or a recommender is having a problem uploading a letter of recommendation, they should contact Interfolio at help@interfolio or 877.997.8807 M-F 9am-6pm ET
- You may have more than one committee manager listed on a post–you will need to add any secondary committee managers
- If a posting is manually cleared by the ASR System Administrators it will not pass automatic Affirmative Action clearance in the future; please reach out to your System Administrator (Azeez Karim for CUIMC and Sheanine Allen for LDEO, Manhattanville and Morningside) for further instructions
- Tags should only be used to denote the search committee chair and the diversity advocate. Failure to properly use tags will result in the System Administrators disabling this functionality
- You can re-watch the ASR training videos at any time in ELM

ASR Resources can be found on here:
https://eoaa.columbia.edu/content/academic-search-and-recruiting-asr
Evaluator Training:
https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049430
Committee Manager Training:
https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049431
Unit Administrator Training:
https://columbia.sabacloud.com/Saba/Web_spf/NA3P1PRD0112/common/leclassview/dowbt-0000049432