

Announcement

On or around September 15, 2021 Interfolio will be releasing their private hire (waiver hire) solution across Faculty Search, which includes Academic Search and Recruiting (ASR). Please continue to create waivers in RAPS until otherwise notified by EOAA. All standard searches should continue to be posted in ASR.

Tentatively, we plan to launch waivers in ASR this Fall and will provide training and job aids to accompany this launch. There will be additional communications as we get closer to the waiver launch date to fully prepare users.

Top Five Reminders

- **In the Location field there should only be numerical characters.** The campus name that corresponds to the number will show on the external job board. Failure to do this correctly results in the location not being published on the job board
 - 01 is Morningside | 02 is CUIMC | 04 is LDEO | 06 is Manhattanville | 70 is Other
- If you create a draft posting, you will automatically be listed as the Committee Manager no matter what user group you may have access to, do not delete yourself from the Committee Manager field, once you do, you cannot be readded.
- Unit Administrators must remember to change the **open date to one day in the future** before approving a posting for publishing. Failure to do so will result in the posting not publishing the apply button for applicants.
- **All posts must require applicants to provide a CV or resume**, no exceptions. You have to add this requirement in the Required Document section.
- Tags should only be used to identify the diversity advocate and the search committee chair.

Sincerely,
The ASR Team