

# That's a Wrap: Completing the Hiring Process in Academic Search and Recruiting (ASR)

November 2023  
[EOAA ASR Site](#)

# Agenda

- Brief Introduction of the Institutional Administrator Team
- Review of the Selectee Submission Process
- Review of the EEO Note
- Review of Disposition Codes, Non-selected Applicant Statuses and Emailing Applicants
- Setting the Final Position Status and Closing the Position
- Questions from the Audience
- Live Demo of the Hiring Process in ASR
- Questions from the Audience

# Submitting the Selectee for Clearance

- Review the post
  - Anticipated Start Date
  - End Date (if applicable) in the General Notes field
  - Salary Range
  - Appointment Type (Continuous or Fixed)
  - **All** Search Committee members Listed
  - Make sure all advertising information is in the Hiring Plan field
    - Two advertising sources are required – *HERC and Circa do not count toward this minimum*
  - Check to make sure the post is not more than 365 days old
    - Old posts will not be manually cleared

# Submitting the Selectee for Clearance

- Select the individual(s) you want to clear
  - Change the applicant status
    - Selectee for “one” rank positions
    - Selectee - [Rank] for “open rank” positions
- The AA Clearance process is passive and is triggered by a “Selectee” applicant status
  - System runs at 10am, 4pm and 12:30/1:00am daily
    - Minimum number of applicants must be met
    - CM and Evaluators must be listed
    - Advertising information must be listed
    - Must be open for a minimum of 30 full calendar days and no more than 365
    - \*Salary Range must be listed - NYC Law

# Position Summary Review: Position Details

## Basic Information [Edit](#)

### Description & Dates

#### Unit

Department of English and Comparative Literature

#### Position Type

Officer of Instruction

#### Position Title

Visiting Associate Professor

#### Salary Range or Pay Grade

\$80,000 - \$100,000

#### Location

01

#### Open Date

Jun 15, 2023

#### Deadline

—

# Position Summary Review: SC and Position Notes

## Search Committee [Edit](#)

### Committee Managers ←

Sheanine Allen

### Evaluators ←

Karim Azeez

Gabriela Guzman

Suzi Varnhagen

## Position Notes [Edit](#)

### Position ID or Requisition Number

—

### Appointment Type ←

Fixed Term

# Position Summary Review: Position Notes

**Anticipated Start Date**   
2024-01-01

**Funding Source**  
—

**Hiring Plan**   
The Chronicle of Higher Ed

- [www.chronicle.com](http://www.chronicle.com)
- June 20, 2023-September 1, 2023

Linkedin

- [www.linkedin.com](http://www.linkedin.com)
- June 20, 2023-September 1, 2023

EnglishJobs.com

- [www.englishjobs.com](http://www.englishjobs.com)
- June 20, 2023-September 1, 2023

**General Notes**   
06/30/2024

# Applicant Table

## Visiting Associate Professor Position Actions ▾

|   |  |                              |                              |
|---|--|------------------------------|------------------------------|
| <b>Unit</b><br>Department of English and Comparative Literature | <b>Status</b><br>Accepting Applications <a href="#">change</a> | <b>Opens</b><br>Jun 15, 2023 | <b>Closes</b><br>No date set |
|---|--|------------------------------|------------------------------|

Applicants

Search by name, education, or status

🔍Filter ▾ Saved Views ▾ COLUMNS

5 of 5 Applicants Shown.

| <input type="checkbox"/> | Applicant Name ▾  | Date Updated ▾        | Applicant Status | Tags | My Overall Rating ▾ |
|--------------------------|---|-----------------------|------------------|------|---------------------|
| <input type="checkbox"/> | <b>Nathan Hale</b><br>Ph.D. - Doctor of Philosophy, UConn<br><span>Complete</span>                    | 07/29/22 11:27 AM EDT | Selectee         |      | ☆☆☆☆                |
| <input type="checkbox"/> | <b>Peyton Randolph</b><br>Ph.D. - Doctor of Philosophy, St John's University<br><span>Complete</span> | 07/29/22 11:20 AM EDT | Selectee         |      | ☆☆☆☆                |
| <input type="checkbox"/> | <b>Deborah Sampson</b><br>Ph.D. - Doctor of Philosophy, Duke<br><span>Complete</span>                 | 07/29/22 11:24 AM EDT |                  |      | ☆☆☆☆                |
| <input type="checkbox"/> | <b>Morgan Stanley</b><br>Ph.D. - Doctor of Philosophy, UConn<br><span>Complete</span>                 | 07/29/22 11:38 AM EDT |                  |      | ☆☆☆☆                |



# EEO Note

Once the Selectee goes through the passive AA clearance process an EEO note will be generated it will contain

- Position Title
- Position ID
- Candidate Name (First and Last)
- Hiring Department
- Anticipated Start Date
- End Date
- Clearance Date (system generated)
- Rank

\*\*Only CM's listed in the position posting and IAs will receive the EEO note email. The EEO note is always saved to the position and can be found in ASR in multiple ways.

# Offer Letters

ASR does not have offer letter functionality. Offer letters must be completed outside of the system following normal departmental procedures. Two things to note:

- **Postdoctoral Research Scholars who fail to have their degree conferred are NOT automatically awarded a role as a Staff Associate II.** There is a secondary process that must be completed PRIOR to any visa applications or appearing on CU property to work as an employee.
- **Anticipated Start Dates need to be correct,** if the start date has changed since the candidate received AA clearance, the EEO note for that candidate must be amended by an IA due to ASR being a system of record. If there is an end date please make sure that is also correct. Failure to have a correct end date may result in an employee being removed from payroll prematurely.


# Adding the Disposition Codes Column

Select Columns to Display

Selected

- Date Updated
- Applicant Status
- Tags
- My Overall Rating


Available

- Complete
- Date of Initial Submission
- Highest Degree Date
- Disposition Codes 
- Overall Rating

> Forms

5 of 5 Applicants Shown.

| <input checked="" type="checkbox"/> | Applicant Name ^   | Date Updated ▾        | Applicant Status | Tags                             | Disposition Codes ▾ | My Overall Rating ▾ |
|-------------------------------------|--|-----------------------|------------------|----------------------------------|---------------------|---------------------|
| <input type="checkbox"/>            | <b>Nathan Hale</b><br>Ph.D. - Doctor of Philosophy, UConn<br><input type="button" value="Complete"/>                     | 07/29/22 11:27 AM EDT | Selectee         | <input type="button" value="⊕"/> |                     | ☆☆☆☆                |
| <input type="checkbox"/>            | <b>Peyton Randolph</b><br>Ph.D. - Doctor of Philosophy, St. John's University<br><input type="button" value="Complete"/> | 07/29/22 11:20 AM EDT | Selectee         | <input type="button" value="⊕"/> |                     | ☆☆☆☆                |
| <input type="checkbox"/>            | <b>Deborah Sampson</b><br>Ph.D. - Doctor of Philosophy, Duke<br><input type="button" value="Complete"/>                  | 07/29/22 11:24 AM EDT | Selectee         | <input type="button" value="⊕"/> |                     | ☆☆☆☆                |
| <input type="checkbox"/>            | <b>Morgan Stanley</b><br>Ph.D. - Doctor of Philosophy, UConn<br><input type="button" value="Complete"/>                  | 07/29/22 11:38 AM EDT | Selectee         | <input type="button" value="⊕"/> |                     | ☆☆☆☆                |



# Applicant Table with Disposition Code Column

## Applicants

Search by name, education, or status



Filter

Saved Views

COLUMNS

5 of 5 Applicants Shown.

READ

EMAIL

STATUS

TAG

+ DISPOSITION CODE

DOWNLOAD

ARCHIVE

| <input checked="" type="checkbox"/> | Applicant Name  | Date Updated          | Applicant Status | Tags | Disposition Codes | My Overall Rating |
|-------------------------------------|---|-----------------------|------------------|------|-------------------|-------------------|
| <input checked="" type="checkbox"/> | <b>Nathan Hale</b><br>Ph.D. - Doctor of Philosophy, UConn<br><b>Complete</b>                    | 07/29/22 11:27 AM EDT | Selectee         |      |                   | ☆☆☆☆☆             |
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| <input checked="" type="checkbox"/> | <b>Deborah Sampson</b><br>Ph.D. - Doctor of Philosophy, Duke<br><b>Complete</b>                 | 07/29/22 11:24 AM EDT |                  |      |                   | ☆☆☆☆☆             |

# Disposition Codes

## Apply Disposition Code



- Interview Revealed Lack of Interest and/or Enthusiasm
- Less competitive based on work history or experience
- Less competitive based on education or training
- Does not Meet Minimum Qualifications
- Candidate's Qualifications for the Position Insufficient
- Not Best Match Relevant to Finalist
- Research Expertise or Area Not a Match
- Unsuccessful Job Talk / Presentation
- Job Opening Canceled
- Lack of external funding
- Unverifiable References
- Failed to Show for Interview
- Position Withdrawn
- Poor Communication or Interpersonal Skills
- Does Not Meet Preferred Qualifications relative to position
- Interview Revealed Work Experience or Skills Do Not Match
- Candidate Declined Job Offer

APPLY

REMOVE DISPOSITION CODE

A full list of disposition codes will be provided as a separate document

# Emailing Non-Selectee Applicants



5 of 5 Applicants Shown.

READ EMAIL STATUS TAG + DISPOSITION CODE DOWNLOAD ARCHIVE

| <input type="checkbox"/>            | Applicant Name   | Date Updated          | Applicant Status | Tags | Disposition Codes | My Overall Rating |
|-------------------------------------|--|-----------------------|------------------|------|-------------------|-------------------|
| <input checked="" type="checkbox"/> | <b>Nathan Hale</b><br>Ph.D. - Doctor of Philosophy, UConn<br>                    | 07/29/22 11:27 AM EDT | Selectee         |      |                   | ☆☆☆☆☆             |
| <input type="checkbox"/>            | <b>Peyton Randolph</b><br>Ph.D. - Doctor of Philosophy, St John's University<br> | 07/29/22 11:20 AM EDT | Selectee         |      |                   | ☆☆☆☆☆             |
| <input type="checkbox"/>            | <b>Deborah Sampson</b><br>Ph.D. - Doctor of Philosophy, Duke<br>                 | 07/29/22 11:24 AM EDT |                  |      |                   | ☆☆☆☆☆             |

# Emailing Non-Selectee Applicants

## Email Applicants

When messaging more than one applicant, recipients will never see the names or email addresses of other applicants being contacted.

To:

Nathan Hale

### Select a Message Template

Thank You for Your Interest

### From Name

Sheanine Allen

### Reply to email address

sa3361@columbia.edu

### Subject

Thank You for Your Interest

### Body \*

12pt

▼ **B** *I*  $\times^2$   $\times_2$  ☰ ☷ ...

Dear {{application\_first\_name}},

Thank you for your interest in Columbia University and for submitting your application. You were one of many impressive candidates who responded to our advertisement. We have completed our evaluation process and after careful review, your application was not selected for further consideration. The selection committee appreciates the time you invested and we hope that you will consider applying to other positions at Columbia University in the future.

We wish you the best in your career pursuits.

Regards,

P

POWERED BY TINY

PREVIEW

✓ SEND

CANCEL

## Visiting Associate Professor



| Unit   | Status                                 | Opens        | Closes      |
|--|--|--------------|-------------|
| Department of English and Comparative Literature | Position Filled <a href="#">change</a> | Jun 15, 2023 | No date set |

## Visiting Associate Professor

| Unit   | Status                                 | Opens        | Closes      |
|--|--|--------------|-------------|
| Department of English and Comparative Literature | Position Filled <a href="#">change</a> | Jun 15, 2023 | No date set |



Position Actions ▾



### Position Actions ▾

Edit Position

View Committee

View Position Activity Log

View position details

View Referral Sources

Add New Applicant

Close Position ←

## Closing Position

Was an applicant selected?

Yes

No

**Notes**

You may leave an optional note here to document why no selection was made.

Close Position

Cancel

# Closing Position

Was an applicant selected?

Yes ←

No

Select Applicant(s)


You must select at least one applicant to continue.

 Add Applicant ←

## Add Selected Applicant



Search for name or email address



Filter by Status

All Statuses 

| Name ^           | Email ⇅                         | Status ⇅               | Actions   |
|------------------|---------------------------------|------------------------|---|
| Deborah Sampson  | deborah.sampson@interfolio.com  | Interviewed, Not Hired | <a href="#">Add</a>   |
| Morgan Stanley   | stan@uconn.edu                  |                        | <a href="#">Add</a>   |
| Nathan Hale      | nathan.hale@interfolio.com      | Hired                  |  <a href="#">Add</a> |
| Peyton Randolph  | peyton.randolph@interfolio.com  | Selectee               | <a href="#">Add</a>   |
| Phyllis Wheatley | phyllis.wheatley@interfolio.com |                        | <a href="#">Add</a>   |

Close

# Checking your work

To check if you closed a position correctly you can

- Check to see if the position is still showing on the ASR job board
- Check to see if the position is still showing in your positions list in ASR
- Filter for closed positions and see if the Position ID appears
- Run a report on the closed positions in your department and see if the position ID is listed.

# Questions?

Any questions before I move to the live demo?