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
Basic Information
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

Committee Managers
Sheanine Allen

Evaluators
Karim Azeez
Gabriela Guzman
Suzi Varnhagen

Position Notes

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
- June 20, 2023-September 1, 2023

LinkedIn

- www.linkedin.com
- June 20, 2023-September 1, 2023

EnglishJobs.com

- www.englishjobs.com
- June 20, 2023-September 1, 2023

General Notes
06/30/2024
# Applicant Table

## Visiting Associate Professor

**Unit**
Department of English and Comparative Literature

**Status**
Accepting Applications

**Opens**
Jun 15, 2023

**Closes**
No date set

### Applicants

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date Updated</th>
<th>Applicant Status</th>
<th>Tags</th>
<th>My Overall Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathan Hale</td>
<td>07/29/22 11:27 AM EDT</td>
<td>Selectee</td>
<td>⭐⭐⭐⭐⭐</td>
<td></td>
</tr>
<tr>
<td>Peyton Randolph</td>
<td>07/29/22 11:20 AM EDT</td>
<td>Selectee</td>
<td>⭐⭐⭐⭐⭐</td>
<td></td>
</tr>
<tr>
<td>Deborah Sampson</td>
<td>07/29/22 11:20 AM EDT</td>
<td>Complete</td>
<td>⭐⭐⭐⭐⭐</td>
<td></td>
</tr>
<tr>
<td>Morgan Stanley</td>
<td>07/29/22 11:36 AM EDT</td>
<td>Complete</td>
<td>⭐⭐⭐⭐⭐</td>
<td></td>
</tr>
</tbody>
</table>

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**Columbia University**
IN THE CITY OF NEW YORK

** EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**
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.**
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
## Applicant Table with Disposition Code Column

<table>
<thead>
<tr>
<th>Applicant Name</th>
<th>Date Updated</th>
<th>Applicant Status</th>
<th>Tags</th>
<th>Disposition Codes</th>
<th>My Overall Rating</th>
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<tr>
<td>Nathan Hale</td>
<td>07/29/22 11:27 AM EDT</td>
<td>Selectee</td>
<td></td>
<td></td>
<td>★★★★★</td>
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<td></td>
<td></td>
<td>★★★★★</td>
</tr>
<tr>
<td>Deborah Sampson</td>
<td>07/29/22 11:24 AM EDT</td>
<td></td>
<td></td>
<td></td>
<td>★★★★★</td>
</tr>
</tbody>
</table>
Disposition Codes

A full list of disposition codes will be provided as a separate document.
# Emailing Non-Selectee Applicants

<table>
<thead>
<tr>
<th>Applicant Name</th>
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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
Shearine Allen

Reply to email address
sa3361@columbia.edu

Subject
Thank You for Your Interest

Body *

**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.
### Visiting Associate Professor

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<tr>
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<td>Position Filled</td>
<td>Jun 15, 2023</td>
<td>No date set</td>
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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
### Add Selected Applicant

**Search for name or email address**

**Filter by Status**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Sampson</td>
<td><a href="mailto:deborah.sampson@interfolio.com">deborah.sampson@interfolio.com</a></td>
<td>Interviewed, Not Hired</td>
<td>Add</td>
</tr>
<tr>
<td>Morgan Stanley</td>
<td><a href="mailto:stan@uconn.edu">stan@uconn.edu</a></td>
<td></td>
<td>Add</td>
</tr>
<tr>
<td>Nathan Hale</td>
<td><a href="mailto:nathan.hale@interfolio.com">nathan.hale@interfolio.com</a></td>
<td>Hired</td>
<td>Add</td>
</tr>
<tr>
<td>Peyton Randolph</td>
<td><a href="mailto:peyton.randolph@interfolio.com">peyton.randolph@interfolio.com</a></td>
<td>Selectee</td>
<td>Add</td>
</tr>
<tr>
<td>Phyllis Wheatley</td>
<td><a href="mailto:phyllis.wheatley@interfolio.com">phyllis.wheatley@interfolio.com</a></td>
<td></td>
<td>Add</td>
</tr>
</tbody>
</table>

**Equal Opportunity and Affirmative Action**

**Columbia University**

*In the City of New York*
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?