NON-CLASSIFIED PROFESSIONAL STAFF SEARCH PROCESS
(SUGGESTED CHECK LIST)

NOTE: In the event that you would like to request a waiver of the search process for an individual who is a principal investigator or co-principal investigator, please proceed as follows: Forward a written request to the AAEOD and HR Offices (i.e., Roxanne Gomes and Laura Kenerson, respectively), explaining the nature of the grant work, and specifying the name(s) of the individual(s) identified in the grant as the PI or Co-PI. Please attach the following to your request: copies of the pages from the approved grant proposal confirming the name(s) of the PI and/or Co-PI; a copy of the HR-approved job description; the individual’s resume. HR will be responsible for requesting approval from the appropriate union.

It is recommended that you visit: http://web.uri.edu/affirmativeaction/search-process/ to view the AAEOD Search Process Guidelines.

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1. Department notifies the Dean/Director of the need to fill a position.
2. Dean/Director forwards a written request to the Provost or the appropriate Vice President for authorization to begin the search.
3. Once authorization (RF1) and/or (PAF) has been approved to begin the search, the Search Chair forwards a position description to Diego Jones in the Office of Human Resource Administration (HRA). NOTE: Search Chair may contact Laura Kenerson if in doubt of title of the position.
4. Search Chair initiates a Request to Fill Form (RF1) for positions that are funded in whole or in part by Fund 100, 102, 104. (RF1 is available at http://web.uri.edu/budget/forms/) If this is a new position, or a vacant position that needs to be extended, a Position Action Form (PAF) (formerly USP-1) must also be initiated at this time.
5. The Position Action Form (if necessary) and the RF1 Form (if necessary --- please see above) are completed by the search chair and circulated for appropriate signatures.
6. For positions requiring a Request to Fill Form (i.e., positions that are funded in part or whole by Fund 100, 102, 104), HR will notify the department when the RF1 Form has been approved.
7. The search chair will need to set up a user account by going to https://jobs.uri.edu/hr. Please note: If you have served as a search chair since 2009, and have a user account, then it is not necessary to create a new account.
8. In addition to the HR approved job description, the Search Chair forwards the following information to HR (Gail Henriques at ghenriques@uri.edu) whether position is academic or calendar year; diverse search committee members’ names; the required documents to be submitted by each applicant (e.g., cover letter, resume); list of the ad outlets; account # for the account to be used to charge back advertising expenses for grant funded positions.
9. Upon receipt of the information requested above, and the approved RF1 and PAF, HR (Gail Henriques) will create the electronic Job Posting and, upon completion, will email the Search Chair a copy of the electronic job posting.
10. Once the Search Chair confirms that the Job Posting is correct, the Posting will be routed for approval electronically to the Affirmative Action Office reviewer, and then to Human Resource Administration (Laura Kenerson / Anne Marie Coleman).
11. The HR Office will notify the Search Chair after the AAEOD review has approved the Posting. The date by which applicants must post their resumes will be determined in consultation with the Search Chair, if electing to have the application period open until position is filled or a defined closing date. (Open until position is filled no longer requires Affirmative Action approval).
12. Search Committee members will be assigned a Guest User # and password to enable them to view the resumes online. The Guest User # and password will be unique to each search, and permit viewing of applicants for that particular position only. (HR will provide the Search Chair with the Guest User information for the committee members.) The link for viewing is: https://jobs.uri.edu/hr
13. HR will then place (paid) ads in the authorized outlets, and the search committee will place (free) announcements for which they are responsible (e.g., listservs).
All ads, postings, announcements will direct applicants to the appropriate web address to apply electronically (https://jobs.uri.edu).

In the event that resumes go directly to the Search Chair, including those submitted at conferences, it is the Search Chair’s responsibility to advise these applicants to apply online (https://jobs.uri.edu). Applications are not accepted by email or postal mail.

Upon completion of online application, each applicant will receive an immediate electronic acknowledgement.

The search committee completes the review of applications/resumes, and the Search Chair indicates online (https://jobs.uri.edu/hr) which of the applicants the committee wishes to interview. For applicants not selected for interview, the Search Chair indicates “Not Interviewed/Not Hired” and uses the “drop down” list to choose and enter a specific non-select reason. (Please refer to the attached list).

The Search Chair then emails the Affirmative Action Office reviewer (Roxanne or Gerard) the title of the position and the Job Posting SF#, asking permission to interview. Once AA approves the request, it is forwarded to HR (Laura Kenerson) for approval. Please include (cc:) Gail Henriques in the emails.

NOTE: Candidates’ travel is applicable to full-time, permanent Non-Classified Professional Staff positions supported 100% by general revenue funds. The following position levels are eligible for Candidate’s Travel; Head Coach, Director, and all levels of Deans, Vice Presidents, and Provosts.

Search Chair advises applicants who are invited for interview to be prepared to provide official transcripts if selected for the position.

When interviews have been concluded, the search chair will indicate the select/non-select reasons online (https://jobs.uri.edu/hr) and notify the Affirmative Action Office reviewer and Human Resources approval to hire. Please include (cc:) Gail Henriques in the email.

The AAEOD Office, HR Office, and Provost’s Office (when applicable) must approve the selection before an offer of employment is made. Salary offers must be approved by HR (Laura Kenerson).

NOTE: It is important to notify the AAEOD Office and HR Office as to whether the candidate accepts or declines the offer, or if the search has failed, or is cancelled (please cc: Gail Henriques).

As soon as the department is in receipt of a signed offer letter, an Employee Action Form (EAF) (formerly the USP-2) should be initiated. (Note: please indicate the job posting number #SF in the comments section on the EAF). A copy of the letter of offer should be attached.

Once HR (Beatrice Price) is in receipt of a signed offer letter, a “New Employee Packet” will be forwarded to the individual. An appointment will also be scheduled to meet with the individual to complete the required paperwork and to discuss benefits.

Once HR (Beatrice Price) receives the fully approved Employee Action Form, HR will close the search online, resulting in system–generated emails being sent to all applicants not selected for the position. It is the search committee’s responsibility to notify candidates who were interviewed but not selected for the position, although they will also receive the system-generated email.

Rev 6/2017
APPLICANT STATUS NON-SELECT REASONS

Candidate withdrew
Application incomplete
Cannot meet applicant’s salary request
Cannot meet relocation request/cost
Conflict of interest/contracted time
Experience not appropriate for position
Did not meet minimum qualifications
Failed background check
Failed physical/psychological evaluations
Did not meet pre-employment requirements
Lacks any combination of education and experience substantially equivalent to the above
Lacks education and experience
Lacks educational background
Lacks recent experience
Lacks required certification(s)/license(s)
Lacks supervisory experience

(THE FOLLOWING NON-SELECT REASONS ARE USED FOR FACULTY/PROFESSIONAL STAFF POSITIONS)

Lacks/weak in required qualification #1
Lacks/weak in required qualification #2
Lacks/weak in required qualification #3
Lacks/weak in required qualification #4
Lacks/weak in required qualification #5
Lacks/weak in required qualification #6
Lacks/weak in required qualification #7
Lacks/weak in required qualification #8
Lacks/weak in required qualification #9
Lacks/weak in required qualification #10
Lacks/weak in required qualification #11
Lacks/weak in required qualification #12
Lacks/weak in required qualification #13
Lacks/weak in required qualification #14
Lacks/weak in required qualification #15
Lacks/weak in required qualification #16
Lacks/weak in required qualification #17
Lacks/weak in required qualification #18
Lacks/weak in required qualification #19
Lacks/weak in required qualification #20

Application received after first consideration date
Application received after second consideration date
Not available for required hours
Not Hired, union member hired
Not Hired, union member lateral transfer hired
Not Hired, union member with more State seniority hired
Not interested in position
Offered/accepted another position
Offered/but refused position
Poor/inadequate references
Posting cancelled
Qualifications not as strong as candidate selected
Non-URI employee
Deceased

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