# CLASSE Guidelines for Conducting a Nonacademic Search

May 2016

The position you have posted has been advertised via Cornell’s Workday system. This posting will remain active for about one month unless you request otherwise. You are required to wait two weeks to verify that the applicant pool meets the established diversity goals of the university before moving forward with any interviews. Monica will notify you about whether the goals have been met. If they haven’t, Monica will discuss with you how to broaden the scope of the search to try to improve the pool.

When positions are posted through Workday, they are automatically posted in the following sites: Army Career and Alumni Program; HERC; HigherEdJobs.com; Cornell Careers; NYS Job Bank; Ticket to Work; Warrior Gateway. Please note: this list changes frequently. If you wish to post the position in additional places, please discuss this with Monica.

Included on our website (http://www.lepp.cornell.edu/Resources/AdministrativeResources.html) are materials that will assist you in conducting a nonacademic search (e.g., a list of questions you can and can’t ask during an interview, how to check references, and interviewing tips). Also included is a summary of CU benefits (for your information, should you receive inquiries). If candidates have specific benefits or employment questions that you do not feel comfortable responding to, please refer them to Monica.

All candidates must apply on-line through Workday (Jobs at Cornell website at <https://cornell.wd1.myworkdayjobs.com/CornellCareerPage>). Paper applications will not be accepted. Workday automatically generates an acknowledgment letter to the candidate when they apply. Monica will give the Search Committee access to Workday so they can review new candidates. If you would like assistance scheduling interviews, please contact Katerina.

**Before extending a verbal offer, the search, reference checks, salary, and other terms of the offer must be discussed with Monica or Katie.** A verbal offer must always be followed up with a formal, written offer, which Monica will prepare. The University’s *Reference Checking and Information Verification Policy 6.6.2* contains additional information you may find useful ([www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/references.cfm](http://www.dfa.cornell.edu/treasurer/policyoffice/policies/volumes/humanresources/references.cfm)). Important: Before extending an offer, the hiring authority must contact at least two of the applicant’s references, one of whom *should* be the most recent supervisor, if possible. For an internal Cornell applicant, the current supervisor *must* be one of the references contacted. As mentioned in the policy, some positions are subject to an Information Verification check (previous employment and education). Monica will let you know if this is required for your posted position. Note: The names of two references must be given to Monica to enter into Workday.

You will need to let Monica know the names of all candidates actually interviewed so that she may enter the information in Workday. Workday generates rejection letters to those candidates who were not hired. You provide the reason rejected (e.g., doesn’t meet minimum qualifications, applied too late, other applicant’s skills and experience more closely meet our department’s needs) and Monica will choose the correct letter to be sent. As soon as you eliminate any of the job applicants, please notify Monica so that she may generate a rejection letter—do not keep applicants wondering when you know they will not be interviewed. **For candidates who are interviewed, but not hired, it is our policy to call them to thank them for their time and to let them know they will not be receiving an offer. This is a courtesy call and should be done before the University’s rejection letter is sent to them.**

Note: Departments may not administer, or utilize a third party to administer, any pre-employment tests (written, oral, or physical) to be used in the evaluation and selection of applicants for employment without the prior approval of the unit human resource representative or designee and the Director of the Recruitment and Employment Center or designee. If you wish to administer a test, please contact Monica or Katie.

If at any time in this process you have questions or concerns, please do not hesitate to contact Monica.