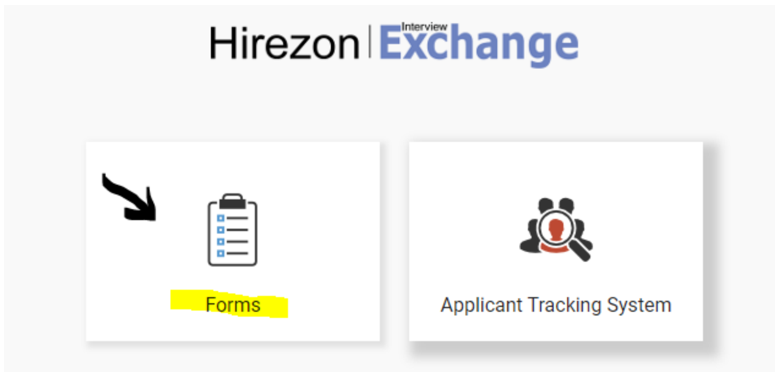
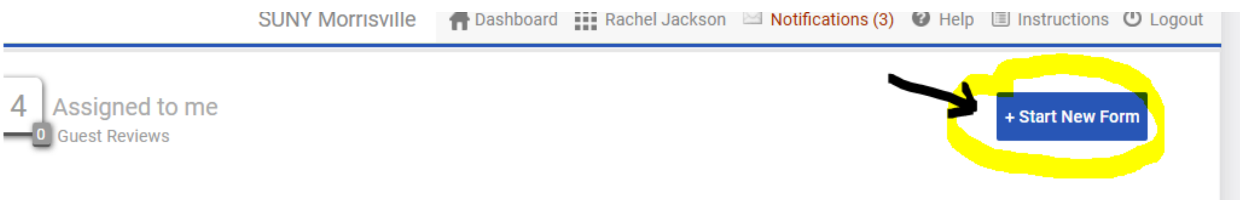
How to Submit an Online Recruitment Authorization Form

1. Log into HireZon/Interview Exchange using the following link: (https://www.interviewexchange.com/login.jsp)

2. Click on the **Forms** tab.

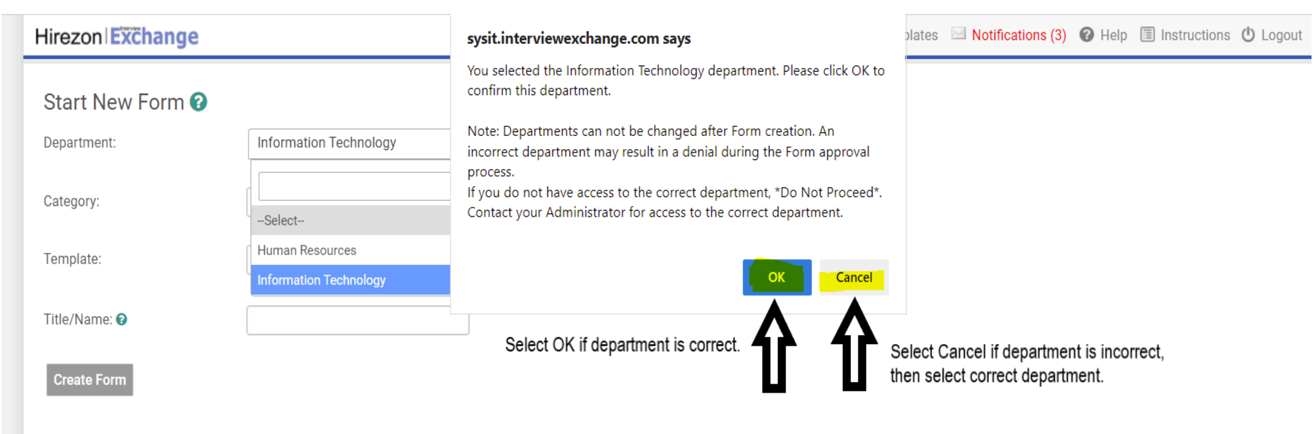


3. Click **Start New Form** button in the upper right.



4. In the Department drop-down, select the correct department for this position.

   Note: A pop-up window will appear asking user to ensure the department selected is accurate. If the department selected is correct, click **OK**. If the department is incorrect, click **Cancel** and update.



   Note: If the department is wrong and not fixed during this step, you cannot fix it after completing this step, you will be forced to start over.

5. In the Category dropdown, select **Recruitment**.

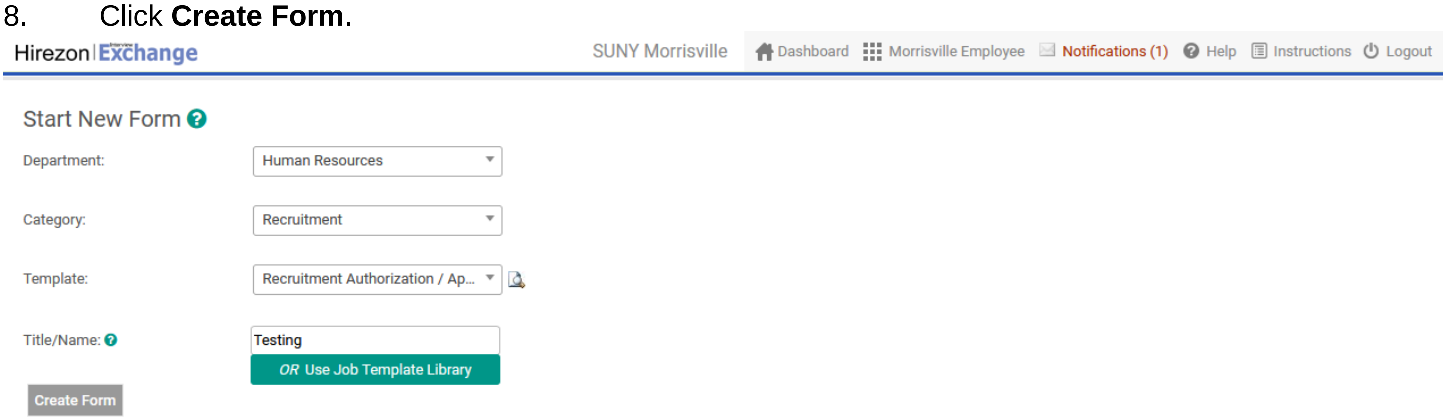
6. In the Template dropdown, select the appropriate form, in this case **Recruitment Authorization / Appointment Request Form**.

   Note: Once you select a form from the template dropdown menu, you can preview the form by clicking on the preview icon next to the form name to ensure you have chosen the correct form. This will be very helpful if you have multiple forms to choose from.

7. Type in the title of the position in the **Title/Name** field. *<u>Do not abbreviate</u> any portion of the position title. Type title out in full.*

   Note: “Use Job Template Library” button **COMING SOON!**

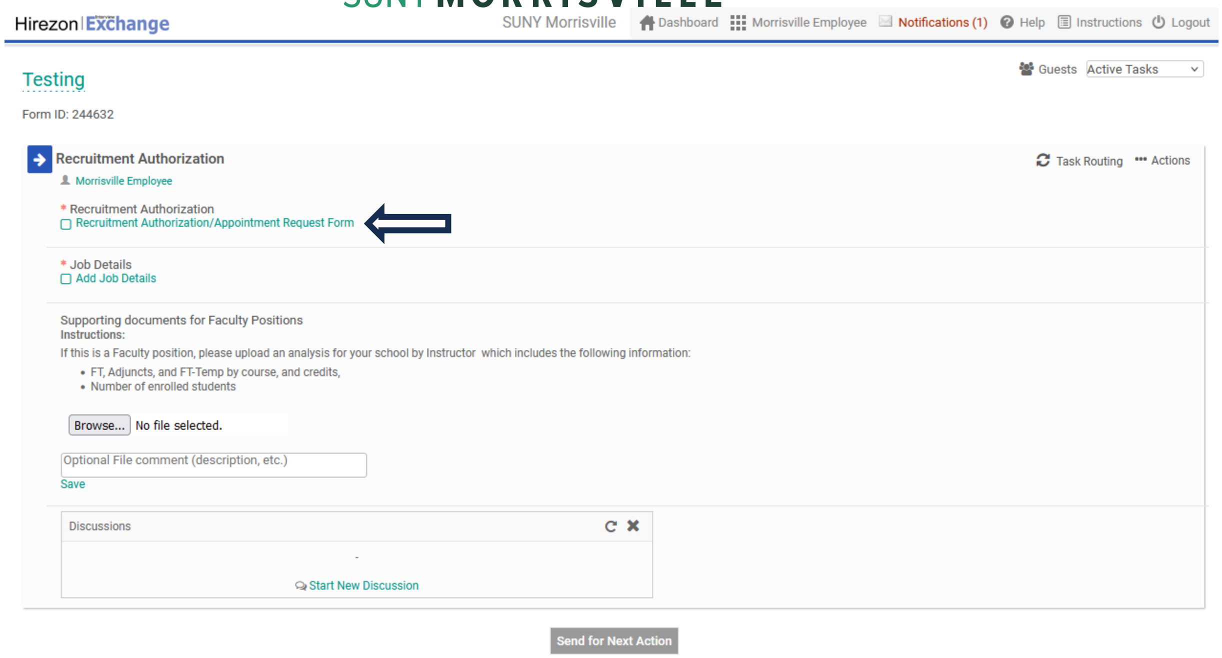
8. Click **Create Form**.



9. Once directed to the next page. Click on the title of the form to open and complete the required fields.

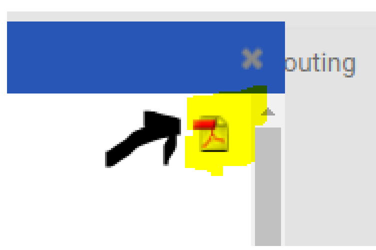
   Note: All fields with a * are required. You will not be able to submit this form for approval without all the required fields being completed.

10. Select “Recruitment Authorization/Appointment Request Form” to open the form. Here are some insider tips:
    - If you are in the works of receiving SUNY Approval, you can still complete this form and get this piece moving
    - Recruitment Officer can help you match a state title based on duties of the position
    - If you are submitting a Faculty position, you will need to provide an analysis for your school by instructor (including Faculty, Adjuncts, and temporary assignments)



11. Once you have completed the **Recruitment Authorization / Appointment Request Form**, click Save & Submit.

12. Review to ensure all the information is accurate.
    - If changes need to be made, click **Edit** and make any necessary changes.
    - Once all the information is accurate, click **Continue**.
    - You can print this form out for your records by selecting the PDF icon on the top-right corner



13. Once you click **Continue**, you will now see a checkmark next to **Recruitment Authorization / Appointment Request Form**.

14. Next please Add or Review the Job Description by clicking **Add Job Details**.

15. The Add Job Details page will appear.

    Note: The position title will be pre-populated, other fields may also be pre-populated based on your system configuration (i.e., Company Description, Application Instructions etc.)

16. Complete the required areas of Job Details page based on the position description.

Note: All fields with a * are required. You will not be able to submit this form for approval without all the required fields being completed.

- Do not update the Company Description, Additional Information, or Application Instructions pieces – these have been carefully curated to include required legal information
- Fill in the Campus Title, Budget Title, Unit (Union), Professional Rank and Salary Range, Duration, Brief Description of Duties, Primary responsibilities, Minimum and Preferred qualifications

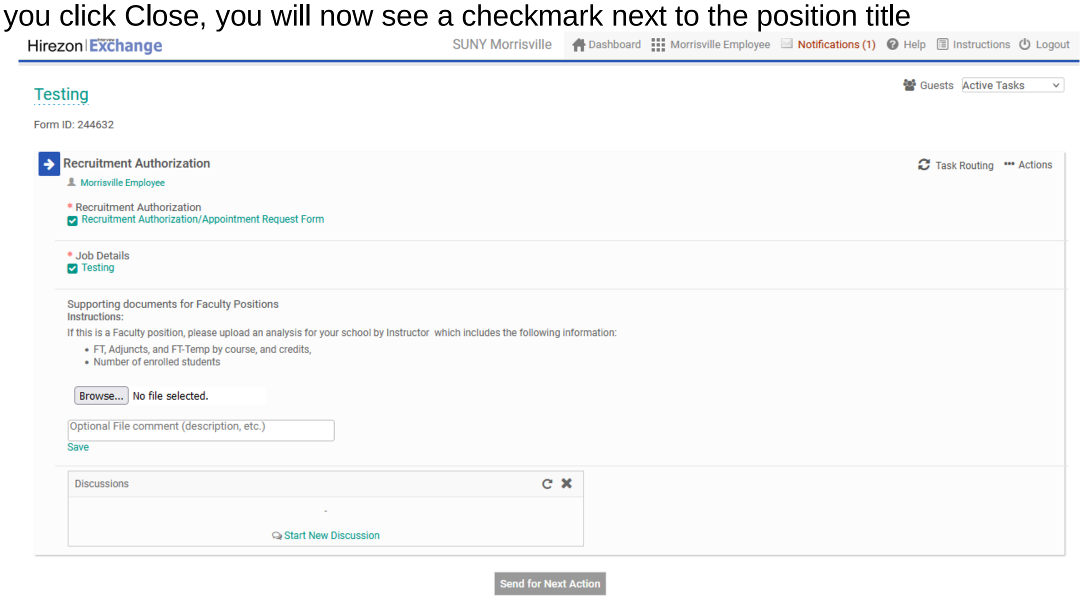
17. Click **Save Job Details**.

18. Review to ensure all the information is accurate.

Note: This is a preview of the job posting, so please review closely to ensure the information is exactly how you wish it to appear in the position advertisement.

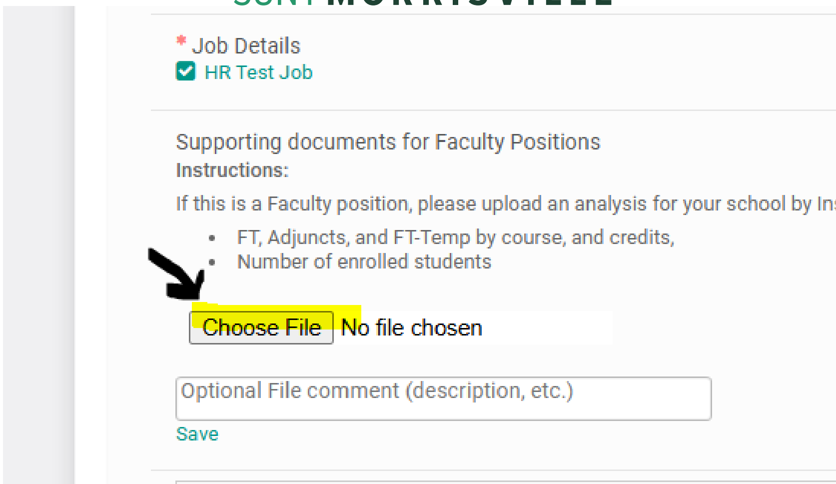
- If changes need to be made, click **Edit** and make any necessary changes.
- You can print this out for your records by selecting the PDF icon on the top-right corner
- Once all the information is accurate, click **Close**.

19. Once you click Close, you will now see a checkmark next to the position title



20. You may upload any supporting documents for your request by clicking on **Browse/Choose File** in the supporting documents section.

- Note: If this is a Faculty request position, please upload the analysis documents to the “Choose File” option under job details



21. Click **Send for Next Action** at the bottom of the page to initiate the approval process.
    - Sending for Next Action will trigger automatic task routing from here, based on department hierarchy
    - If you receive any errors on this – it may be from the task routing piece. Just let the Recruitment Officer know so they can go in to see what is causing the error
    - For awareness, the approval route will be as follows: Initiator → Recruitment Officer → Department Head/Dean → Cabinet Member for Department → VP of Administration → VP of HR → President → Recruitment Officer
    - Best practice: give your team a heads up this is coming through to them! When the position request is fully approved, the Recruitment Officer will get this posted as soon as possible.

22. One-by-one, approvers in the task routing will receive an email to approve. Please see this User Manual page for assistance Approving a Form.

    Note: You can view the status of the approval process at any time by clicking on Task Routing. As each user approves, the request will move to the next approver until all have reviewed and approved.

23. Assuming the position is approved, the position will be posted by the Recruitment Officer.
    - If the position is denied, please see this User Manual page for instructions.

      Note: If denied, once the originator makes the necessary corrections, the Task must go through the entire approval process from the beginning. All denial and change information will be stored for audit purposes.

25. Once the selection process is complete and the finalist has been identified please see this User Manual link for how to proceed.

As always, if you have any questions or would like to suggest an improvement on this process, please contact the Recruitment Officer and we will work through this!