

- _____ Upon completion of online application, each applicant will receive an immediate acknowledgement.
- _____ The search committee completes the review of resumes, and the Search Chair indicates online 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 in the next column to choose and enter a specific non-select reason. (Please refer to the attached list.)
- _____ The Search Chair then emails Roxanne Gomes in the Affirmative Action Office (roxanne@uri.edu), referencing the title of the position and the Job Posting #, asking her permission to interview. Once AA approves the request, it is forwarded to HR (Laura Kenerson) for approval.
- _____ HR will contact search chair via email to authorize interviews. For searches covered under the candidates’ travel policy, no arrangements can be made without prior approval from the HR Office (Gail Henriques x4088).
- _____ **NOTE:** Candidates’ travel is applicable to full-time, unlimited faculty/administrative positions supported 100% by general revenue funds, or full-time, partially grant-funded faculty positions on a prorated basis, dependent upon percentage of state funding.
- _____ 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 (roxanne@uri.edu) , requesting approval to hire.
- _____ 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.
- _____ A USP-2 Form is prepared by the department and is routed for signatures. A copy of the letter of offer should be attached to the USP-2 Form.
- _____ In order to expedite the hiring process, it is suggested that once the USP-2 Form has been prepared and signed at the department level, it be faxed to HR (Leslie Pojda) at x4-5741. This will enable HR to contact the prospective employee and to forward a “New Employee Packet” to the individual. An appointment will also be scheduled to meet with the individual to complete the required paperwork and to discuss benefits.
- _____ Once the HR Office receives the fully approved USP2 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.