

## Office of Talent Acquisition

**SUBJECT:** Faculty-Expedited Search/Do Not Post Process

**Contact: Jahmar Elliott**  
Assistant Director, Talent Acquisition  
(585)-475-4185/Email [jaepsn@rit.edu](mailto:jaepsn@rit.edu)

**Lizanne Zamites**  
HR Assistant  
(585)475-6261/Email [lxzpsn@rit.edu](mailto:lxzpsn@rit.edu)

### Expedited Posting Process for Faculty Hires

Examples include diverse high-potential candidates, dual career hires, FFCEP candidates, visiting faculty (at any rank), and Professors of Practice.

Department identifies position and candidate, assesses urgency and/or need for limited search

- Risk of the uniquely qualified candidate accepting another offer
- Dual Career – risk of partner’s offer acceptance/retention
- Limited pool of candidates equally as qualified as the preferred candidate

If expediting is determined crucial:

- College Liaison contacts Assistant Director, Talent Acquisition (Jahmar Elliott) to request expedited posting process (must provide email documentation of approval from Dean/Provost along with rationale for expedited/copies in HR Manager as FYI).
  - Info to be included: (1) Candidate name/contact information and (2) the rationale for expediting
  - **NOTE:** If the intended hire is a **Foreign National**, you are required to immediately contact Lori Sykes, Compliance and Ethics manager to ensure the candidate is legally eligible to work in the United States.
- If it is a new/additional head count-works with HRM/Comp to get a new PC#. If replacement, puts requisition into Career Zone.
- College liaison inputs requisition, selects “NO” to field “Will this position be posted?”. Must include name and email address of candidate that will be offered the position in “Additional Do Not Post Comments Field”. Copies email approval from Provost Approval email into Business Case Justification field for approvers to have a record of review.
- HR Assistant manually posts the position to the NYS Department of Labor for 10 calendar days and notates on the requisition comments the expiration date in the system. Once the position is approved and opened, the position is not posted publicly.
  - Marks calendar for the 10-day expiration to outreach to the candidate
  - During this time College/Department cannot extend an offer to the candidate
  - Once the posting expires on the DOL:
    - Notifies HM/CL offer can be extended
    - Checks career zone for candidate profile-if no profile sends instructions to set up a profile
- Hiring manager is required to review any qualified applicants who apply as a result of the DOL posting (OTA Assistant Director can assist with assessing qualifications as needed)
- CL/Dean’s office plans offer/draft contract letter in preparation for the end of the posting period.
- CL/department delegate moves candidate through HR status’ to trigger RIT background screening (for external hires).
- CL Prepares New Hire EAF in the requisition to complete the hiring process.