

AP & FACULTY SEARCH PROCESS OPTIONS

Regular Search - this is the normal search process. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

1. Hiring Approval Form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
2. Position is advertised in appropriate publications for approximately 1-2 weeks by Appointing Officer
3. Search Committee consisting of 3-5 people receives and reviews applications – Appointing Officer, Human Resources and Affirmative Action reviews interview list
4. Search Committee interviews candidates and makes recommendation to Appointing Officer
5. Appointing Officer makes final decision and sends selection packet to Human Resources, Affirmative Action and Executive Officer for review and approval

Expedited Search – an expedited search is an abbreviated recruitment search due to insufficient time for a regular search. The Executive Officer must approve this process before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants. Visit www.gvsu.edu/affirmative to find the approval form.

1. Hiring Approval Form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
2. Position is advertised on GVSU job posting website for 5 business days by Human Resources
3. Search Committee consisting of 3-5 people receives and reviews applications – Appointing Officer, Human Resources and Affirmative Action reviews interview list
4. Search Committee interviews candidates and makes recommendation to Appointing Officer
5. Appointing Officer makes final decision and sends selection packet to Human Resources, Affirmative Action and Executive Officer for review and approval

Internal Search – an internal search is advertised campus-wide only and must be approved by the Executive Officer before the search process begins. The appointing officer is responsible for recruiting a diverse pool of qualified applicants.

1. Hiring Approval Form (Job Card in PageUp) is completed by Appointing Officer and routed for approval signatures; recruitment plan and position announcement are sent to Human Resources and Affirmative Action for review via PageUp
2. The position is advertised as 'Internal Only' on Page Up
3. Search Committee consisting of 3-5 people receives and reviews applications – Appointing Officer, Human Resources and Affirmative Action reviews interview list
4. Search Committee interviews candidates and makes recommendation to Appointing Officer
5. Appointing Officer makes final decision and sends selection packet to Human Resources, Affirmative Action and Executive Officer for review and approval

Waived Search – A waived search process is considered for unusual situations and when it is in the best interest of the University. It must fit the approved criteria used to justify the waiver, such as conducting a formal search for an adjunct position that is now being converted to a regular position. Inclusion and Equity request more information from the requesting party prior to approval. Visit www.gvsu.edu/affirmative to find the approval form.

1. The Appointing Officer informs the appropriate Vice President of the need for a waived search.
2. If approved, Appointing Officer's office will complete a search waiver form* outlining the valid justification for the waived search. They also submit a selection packet and Hiring Approval Form (Job Card in PageUp). The selection packet includes the completed selection justification form, which has the suggested salary, candidate's resume and official transcript of their highest degree.
3. Once the paperwork is completed, Human Resources reviews the selection packet, approves the suggested salary and documents, then forwards selection packet to the appropriate Vice President for review and approval.
4. Once the Vice President approves, they forward the selection packet to the Director of Affirmative Action in the Division of Inclusion and Equity. The Director will notify Human Resources and the appropriate Vice President/Appointing Officer of the completed search waiver.

*a copy of all approved search waiver forms will be kept in the Division of Inclusion and Equity.