

CUMC Guidelines for Submitting a Selectee or Selectee(s) for Clearance in RAPS

For most standard searches, RAPS grants AA clearance to your selectee overnight. However, the system does run a series of checks before granting clearance. To ensure that this process goes smoothly and your selectee is cleared on the first submission, please follow these guidelines.

Applicants

- All applicants for the position are in RAPS. Ensure that any applicants who were considered for the position (including those who originally contacted your office through means other than RAPS) are in RAPS attached to the posting.
- All applicants have been set at one of the following statuses:
 - *Selectee* (for the person or persons you wish to hire)
 - *Finalist* (for any candidates to whom you may make an offer at a later time, either because the Selectee declines your offer or because you are hiring multiple people on one posting)
 - *Not Interviewed, Not Selected* – You must choose a non-selection reason from the dropdown menu for these candidates.
 - *Interviewed, Not Selected* – You must choose a non-selection reason from the dropdown menu for these candidates.
 - *Hired or Declined Offer* – Use these statuses for candidates who were previously cleared through this posting.

If any applicant is at *any* other status, the system will *not* clear your selectee.

Special Indications

- Review the “Special Indications” tab and make sure all of the necessary fields are checked.

Recruitment Sources

- Review the “Recruitment Sources” tab and make sure that all of the necessary information including the dates and texts of your ads has been filled in. If you prefer, you may upload a PDF file of the advertisement in the “Supporting Documents” tab instead of providing the text of the ad in the “Recruitment Sources” tab.
- Make sure you cancel/takedown all external advertisements before closing a posting in RAPS.

Search Committee

- You must have at least one entry here for your search committee.
 - If the position does not require a search committee per your approved SSEP, you should provide the name of the PI or other officer who is conducting a search.
 - If your SSEP specifies that a search committee is necessary for this position search, you must include entries for *all* of the search committee members.

Selectee Information

- You must have a completed entry in this tab for your selectee. If you have more than one selectee, you must have a separate entry for each person.

Approvals and Comments

- You must enter the name of the academic officer who is responsible for approving this search in the first field. And you must check the box below that person's name to indicate that she or he has reviewed and approved the posting.
- If you expect to hire more than one person for a particular posting, the Approver-level user must check the box labeled "Approved for Multiple Selectees."

Supporting Documents

- For recruitment at the Assistant Professor rank or higher, you must upload the completed Pre-Approval form into the Supporting Documents tab.

Other

The system also checks for the following criteria before clearing any candidate(s):

- The position must have at least three applicants. Less than three applicants requires that the search be reviewed by Dr. Taylor before receiving AA clearance.
- The position must be posted on RAPS for a minimum of 30 days (and advertised externally for 30 days).
- A position may not remain open for more than 365 days.
- If a position is a waiver request, the system will automatically "fail" search and forward it to Dr. Anne Taylor. All waiver requests require approval in RAPS by Dr. Taylor.

Checklist for Completing a Recruitment in RAPS

Before submitting a Selectee for AA Clearance in RAPS, ensure:

- ☐ Chosen applicant has been given status of Selectee. All other applicants are dispensed (changed to one of the Not Selected statuses) or changed to status of Finalist
- ☐ Posting has been live in RAPS for at least 30 days.
- ☐ Special Indications tab information is complete and accurate
- ☐ All external advertisements have been taken down and Recruitment Sources tab information is complete and accurate
- ☐ Search Committee tab has at least one entry
- ☐ Selectee has entry in Selectee Information tab
- ☐ Approved box is checked in Approvals & Comments tab; if multiple selectees are being hired for the posting, the “Approved for Multiple Selectees” box must also be checked in this tab.

After a Selectee has received AA clearance:

- ☐ After Selectee has accepted offer, change Selectee status to Hired
- ☐ If other offers are to be made on the same posting, follow previous steps to submit them for AA clearance
- ☐ Once position is filled, make sure all applicants have been set at their final status (Hired, Declined Offer, or one of the Not Selected statuses)
- ☐ Change status of posting to “Filled”
- ☐ If posting does not result in a hire, change status of posting to “Posting Canceled”
- ☐ Please note: When a posting is set to the status of filled or canceled, an email notification is sent by RAPS to all applicants who have been set at the status of Not Interviewed, Not Selected or the status of Posting Canceled.