

Faculty & Post-Doc AppliTrack Process

Request to Recruit (R2R)

1. Department completes packet with Chair's signature on the R2R Form, uploads full packet as .pdf (make sure to put the check in "hide from applicants") into AppliTrack with Equal Opportunity & Title IX (EOTIX - Denise Bischoff) as approver and Education & Faculty Affairs (Linda Anderson) as final approver, then gives paper packet to EFA.

When uploading into AppliTrack must make sure Title (on main tab) has the position name (i.e. Post-doctoral Fellow), Dept. name (i.e. Biomedical Sciences) and position #.

Packet includes:

- a. Request to Recruit Form
 - b. Position Justification Form
 - c. Essential Functions and Requirements
 - d. Advertisement (using template attached with required Tahoma 14 as font size) – when advertising externally, make sure advertisement has the complete URL to get applicants to correct job posting page, tell them to search by the Job ID# (this is the 4-digit number given by AppliTrack) and let them know to click on red button to apply.
 - e. 100-point screening sheet (must be in increments of 5) with minimum requirements and points for each requirement mandatory to move forward in process (must include veteran and disabled veteran at 5 points each and points received must be all or nothing, cannot be partial points) (see attached example).
 - f. Committee screening sheet with preferred requirements with points to narrow down the field. (see attached example)
2. EFA will acquire required signatures except for Department Chair.
 3. EOTIX approves via AppliTrack and EFA will be notified by email once EOTIX has approved.
 4. EFA must print EOTIX approval from AppliTrack and attach to R2R and give to the Dean's Office.
 5. The Dean's Office will forward to the Executive Committee (if appropriate) for approval
 6. The SMHS Dean will review and sign.
 7. R2R approved with Dean's signature goes to EFA.
 8. EFA uploads signed R2R form to AppliTrack and approves as final approver, then emails signed R2R to department.
 9. Position will be advertised on UND Website, Job Service and Indeed.com.
 10. Department should verify position is listed on HR website.
 11. The day after the "review by" date (which must be at least 14 working days from postdate) or the deadline date, a shared folder will be created in AppliTrack. EFA will notify the department when the folder has been created. The administrative support person will complete the 100-point screening sheet and forward only applicants that meet all minimum requirements along with the preferred screening sheet to the search committee. Please note, for minimum requirements, the candidate must get all of the points or none, they cannot get partial points.

Request to Appoint (R2A)

1. Department completes packet with Chair's signature on the R2A Form:

Packet includes:

- a. R2A Form
 - b. Draft Letter of Offer (LOO)
 - c. Department CPT Letters (for all academic faculty)
 - d. School CPT Letter (EFA will acquire)
 - e. Chosen candidates information
 - f. Completed 100-point rating sheet
 - g. Completed preferred/committee screening sheet with rationale
2. Department gives packet to EFA for review
 3. EFA to upload 100-point completed screening and preferred sheets into AppliTrack for EOTIX review/approval from R2A packet. When uploaded, EFA to contact EOTIX with position # & JOB ID # via email.
 4. EFA will get required signatures.
 5. EFA must print EOTIX approval email and attach to R2A and give to Dean's Office.
 6. The Dean will review and sign.
 7. R2A approved with Dean's signature goes to EFA.
 8. EFA uploads the signed R2A to AppliTrack and completes the AppliTrack process.
 9. EFA notifies the department via email and attaches signed R2A with the position number and Job ID# in the subject line. Once the department receives signed R2A, approved letter of offer can be sent to applicant.