

**Department of Medicine**  
**STEP BY STEP HIRING GUIDE**  
(For Officers of Administration & Support Staff)

**STEP 1 Identify Position / Create Posting**

The position may be identified as either new or replacement and funding source must also be determined. The division then completes the [posting requisition form](#) this form is only accepted via electronic submission. The position may also be advertised via other sources but any such ads must be reviewed and approved by the department and may not predate the Columbia web posting. Officer positions level 106 and above require an Intensive Recruitment Search Plan. Contact [medicinequestions@columbia.edu](mailto:medicinequestions@columbia.edu) for assistance.

Applicable Documentation:

- [Posting Requisition Form](#)

**STEP 2 Departmental Processing of Posting (~3 business days)**

The department enters the posting data into the requisition section of *Jobs at Columbia* (JAC). It is then reviewed, edited as necessary, the funding source is verified, and then approved and submitted to Human Resources electronically via JAC.

**STEP 3 Human Resources Processing of Posting (~2 business days)**

Human Resources reviews and approves the posting via JAC. Upon approval, it automatically appears on the Columbia web with a requisition number and real-time posting date.

**STEP 4 Posting Confirmation**

The department notifies the division of the final posting approval by forwarding a copy of the posted position. Along with the finalized posting, the division also receives an electronic copy of the *Posting Confirmation & Employment Application System Login* for accessing the posting and the applicant pool for the position.

**NOTE:** JAC tracks all applicants for a position to facilitate a full search to identify the best and most qualified candidate.

Applicable Documentation:

- [Posting Confirmation & Employment Application System Login](#)

**STEP 5 Posting Period (≥5 business days)**

The minimum posting period via JAC is 5 business days. Applicant interviews may be conducted at any time during the posting period and **any internal and/or layoff candidates must be interviewed.** You must contact the Department if the position closing date must be changed after the minimum posting period.

**STEP 6 Identify Selectee**

**Note that the selectee must apply for the position via *Jobs at Columbia* at <http://www.columbia.edu/cu/jobs> to be included in the applicant pool for the position.** After completing the interview process, the division identifies a **qualified selectee** and completes a Monitoring Packet. The Monitoring Packet and a completed [Personal Information Form](#) for the selectee are submitted to the department no earlier than after the minimum Columbia Web posting period. **NO OFFER MAY BE MADE TO THE SELECTEE. The department will make the official job offer to the selectee upon final approval of the hire.**

Applicable Documentation:

- Completed [Personal Information Form](#) for selectee
- Completed Monitoring Packet: [Applicant Pool Report](#), (instructions on completing applicant pool report forms can be found on (<http://www.hr.columbia.edu/dat/hiring/admin-hiring-guide/instruct-app-pool/index.html>) copy of posting, selectee's resume and any required certificates, resumes of all other candidates

**STEP 7 Departmental Processing of Monitoring Packet (~2 business days)**

The department reviews the Monitoring Packet and forwards it to Human Resources for final approval of the selectee.

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**STEP 8 Human Resources Processing of Monitoring Packet (~3 business days)**

Human Resources reviews the Monitoring Packet for approval of the selectee.

**STEP 9 Selectee Approval Notification / New Hire Packet**

Upon approval of selectee by Human Resources, the department notifies the Division and forwards a New Hire Packet for the selectee. **This packet will include the official job offer letter from the department to the selectee.**

Applicable Documentation:

- [Employment Processing Checklist](#)
- *Welcome Packet*
- *New employees should be encouraged to visit the following for important information regarding working at Columbia as well as employee benefits:*
  - <http://www.hr.columbia.edu/hr/wacguide/page-section.html>
  - <http://www.hr.columbia.edu/hr/benefits/page-section.html>

**STEP 10 Departmental Processing of New Hire Packet (~3 business days)**

The completed New Hire paperwork must be submitted by the division to the department for processing by **no later than the selectee's hire date**. The Department reviews, approves and forwards the New Hire paperwork to Human Resources.

Applicable Documentation:

- *Completed New Hire Packet: [Employment Processing Checklist](#), CU Application, [Salary Certification Form](#), [I-9 Form](#), [W-4 Form](#), [IT-2104 Form](#), [IT-2104](#) (when applicable), [IT-2104E](#) (when applicable)*