ACADEMIC JOBS ONLINE IMPLEMENTATION PROCESS SUMMARY

University of Massachusetts Medical School

Steps	Recruitment Process Steps	Responsible Party
1	Authorization for Faculty Recruitment Form & Position Advertisement are routed for approval and returned to department.	**Hiring Authority**
2	Contact Bonnie Bray (Bonnie.Bray@umassmed.edu or x6-2660) in HR Recruiting to assist in coordination of the posting.	**Hiring Authority**
3	If department staff is not set-up with security access in AJO, HR Recruiting will coordinate access and AJO training.	**Human Resources**
4	Open and post the requisition in AJO (https://academicjobsonline.org/ajo?info-ef) to begin advertising efforts.	**Hiring Authority**
5	Search Committee trained to use AJO.	**Hiring Authority & HR**
6	Utilize AJO for reviewing applications.	**Search Committee**
7	Applicants screened and candidates selected for interview. Applicant dispositions entered.	**Hiring Authority**
8	Schedule and conduct first round interviews.	**Search Committee**
9	Candidate evaluations are completed.	**Search Committee**
10	Schedule and conduct additional round(s) of candidate interviews.	**Search Committee & Hiring Authority**
11	Candidate evaluations are completed.	**Search Committee & Hiring Authority**
12	Hiring recommendation is finalized and recommendation forwarded to Hiring Authority for consideration.	**Search Committee**
13	Hiring decision is made and offer package is prepared for approval.	**Hiring Authority**
14	Unpublish posting on AJO and enter final dispositions. Note, department may wish to take a digital snapshot of candidate documentation.	**Hiring Authority**
15	Faculty Hiring Report Form & draft offer letter are routed for approval and returned to department.	**Hiring Authority**
16	Notify Bonnie Bray (Bonnie.Bray@umassmed.edu or x6-2660) in HR Recruiting once candidate accepts offer and forward copy of Faculty Hiring Report.	**Hiring Authority**
17	AJO Requisition closed / HR Systems will download final requisition data for reporting purposes.	**Human Resources**

KEY FOR RESPONSIBLE PARTIES

	Human Resources
	Hiring Authority
	Search Committee
	Hiring Authority & Other Parties