

Search Approved in IHP

Launching Institutional Hiring Plan (IHP) Approved Searches

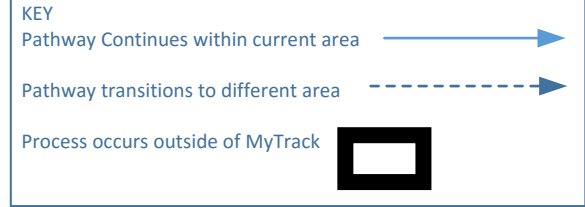
For IHP-Approved Tenure-Track Faculty (TTF) Searches Conducted During AY 2022-23

Updated 5/6/22

Office of the Provost (Otp)

Otp creates requisition to launch the approved search in MyTrack; the user in the Unit HR Partner field (generally department/program manager) will receive an email when requisition is ready for the department/program to complete

EVPAAs reviews recruitment request and approves requisition



Department/Program

Department/Program finalizes Search Plan, including job announcement language

Department/program manager or HR Administrator completes requisition, uploads Search Plan, and approves

Dean or CAS Divisional Dean approves requisition

Department/program manager or HR Administrator places additional ads*

Next Workflow: Conducting Search

Central Human Resources

HR Recruitment Consultant reviews requisition for consistency with IHP, evaluates Search Plan

Questions?

NO

HR Recruitment Consultant approves requisition

HR reviews requisition to ensure all fields are completed, reviews job ad for all required elements, sets up and posts ad to UO website*

HR creates new position number in Banner and enters it into the requisition to prepare for hire

HR Recruitment Consultant works with department to clarify/ expand; department submits updates

YES

* All UO Jobs are sourced to the Chronicle of Higher Education online; no action necessary. If using Academic Jobs Online or MathJobs to accept applications, University HR will coordinate with the Department/Program to time postings. **No external ads can go live prior to HR notification.**