



Common Mistakes to Avoid in ASR

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ASR Toolkit - Use Quick Start Guides!

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

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Protection of Minors Title IX

Academic Search and Recruiting (ASR)

Questions about ASR? Contact academicrecruiting@columbia.edu



[Academic Search and Recruiting](#)
[\(ASR\) Access Request](#)



[ASR Toolkit](#)

Find Quick Start Guides and more.



Frequently Asked Questions

- [Applicants](#)
- [Evaluators](#)
- [Committee Managers and Unit Administrators](#)

*ASR Website
will be
updated soon.
We will send
out an email
announcement
once the site is
live.*

ASR Toolkit

The resources here are to assist with academic recruitment in ASR (Academic Search and Recruiting). If you have further questions, please contact us at academicrecruiting@columbia.edu.

Quick Start Guides

Committee
Manager and
Unit
Administrator

Affirmative
Action Clearance
and EEO Note

Closing (Filling) a
Position

Private Hires
(Waivers)

Position Posting

Evaluator

System Clean Up

Importance of Proper Searches

- Audits (\$\$\$)
 - 2024-2025 OFCCP Scheduling List
- Recruitment is public facing
- EOAA Policy
- ASR Access
 - For failing to close searches in a timely manner, after two warnings, ASR Access will be limited

Opening Searches Properly

- Position open date must be after administrator's approval
- Do not write out the location i.e. "Morningside" or "Manhattanville." Use the correct location code found in the quick start guide; the system will automatically read this and write out the correct location in the post.

Morningside 01, CUIMC 02, LDEO 04, Nevis 05, Manhattanville 06, Other 70

- Searches **cannot** be opened manually.
 - All searches MUST go through automatic opening after approved. If not, AA clearance will not be automated.
 - Review position action log if you are unsure why your AA clearance failed.

Opening Searches Properly

Date ? ▾	Event ⇅	Actions
9/13/2023 8:16 AM Eastern Time	Committee Manager changed the status from "No Status" to "Accepting Applications".	
9/13/2023 6:02 AM Eastern Time	This position is open and accepting new applications.	
9/13/2023 6:02 AM Eastern Time	Interfolio automatically published the position.	
9/12/2023 4:49 PM Eastern Time	Unit Administrator moved the position from Step 1 of 1: Unit Administrator Approval of Posting to the evaluation step.	View Content
9/12/2023 4:49 PM Eastern Time	Unit Administrator approved the position.	View Content
9/12/2023 4:47 PM Eastern Time	Committee Manager submitted the position for approval.	View Content



Closing out Searches Properly

- Searches are not being closed before 365 days.

and

Searches are being left open within 365 days after hires have gone through.

- All applicants **must** have final statuses and disposition codes
 - Disposition codes SHOULD NOT be the same for all applicants
- Pay attention to emails about old posts

Old ASR Posts

Academic recruitments cannot be posted (open) for more than 365 days. All searches opened on or before [insert date] should be closed/canceled/filled as appropriate.

Please close out the following ASR searches immediately:

—

Assistant Director of Affirmative Action and Recruitment
OFFICE OF EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION
 103 LOW LIBRARY | (212) 853-8157 | EMAIL: alt2190@columbia.edu

confidential use of the recipient(s) name above. If the reader of this message is not the document in error and that any review, disclosure, dissemination, distribution, or copying of

ASR Access Warning - Old ASR Posts

Dear Colleagues,

Academic recruitments cannot be posted (open) for more than 365 days. All searches opened on or before [insert date] should be closed/canceled/filled as appropriate.

At least one of the following posts (highlighted) was sent to you last month to close and it is still open. Close these posts immediately. **If the posts in question are still open next month, you will risk losing access to ASR pending a meeting with the Director of Recruitment and Affirmative Action and your Unit Administrator to determine why posts in this unit are not being closed appropriately.** For your assistance, we have highlighted the posts in question below.

When departments fail to close searches properly and in a timely manner it is difficult for the University to maintain accurate hiring records. As a federal contractor we are randomly audited by the Department of Labor via the OFCCP. Inaccuracies in our hiring data may result in the University being fined by the federal government. Please periodically review your department's searches to ensure you are completing the hiring process correctly.

Please close out the following ASR searches immediately:

**Even if the current position status is "Closed," "Position Filled" or "Position Canceled" unless you actually close the position using the "Position Actions" (blue button, top right corner of screen) and select "Close a Position" from the dropdown, your position is still actively showing on our externally facing job board; this is why the open status is "Open." Please see the attachment for closing instructions or the [EOAA ASR](#) site for job aids.*



ASR Access to be Limited- Old ASR Posts

Academic recruitments cannot be posted (open) for more than 365 days. All searches opened on or before [insert date] should be closed/canceled/filled as appropriate.

The following posts were sent to you for the past two months to close and are still open. **If these posts are not closed out within 24 hours, your access to ASR will be limited** pending a meeting with the Director of Recruitment and Affirmative Action and your Unit Administrator to determine why posts in this unit are not being closed appropriately.

Please respond to this email within 24 hours confirming that the posts have been closed. If it has been over 24 hours and the posts in question have not been closed out, please request a meeting to discuss your posts and recruitment policy.

Please close out the following ASR searches immediately:

**Even if the current position status is "Closed," "Position Filled" or "Position Canceled" unless you actually close the position using the "Position Actions" (blue button, top right corner of screen) and select "Close a Position" from the dropdown, your position is still actively showing on our externally facing job board; this is why the open status is "Open." Please see the attachment for closing instructions or the [EOAA ASR](#) site for job aids.*

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Issues During Searches

- Tags
 - Tags are to be used only to identify the diversity advocate and / or search committee chair.
- Disposition codes
 - ALL applicants should have disposition codes when closing a position post
- Statuses
 - Position status and individual statuses must be updated throughout the search process.
 - Once a selectee is cleared and hired, update their status from
AA Cleared → Hired
- Applicant notifications
 - Once an applicant is no longer being considered, they should be sent a notification.

Issues During Searches

- Incorrect information in post
 - If you need to make **small changes**, reach out to admin prior to making changes
 - hyperlink is broken, adding contact person, adding rolling application information
 - **Substantial changes** not allowed; must close position and restarts
 - changing rank or officer type, changing job description, changing position type (fixed vs. continuous)
- Review posts!!!

If Your Search Fails

1. Look at email and check listed items first
 - The posting duration must be between 30 and 365 days
 - The posting must contain at least five (5) job applications, or three (3) job applications for positions at the Medical Center
 - The posting must list at least one (1) evaluator
 - The posting must list at least (2) advertising sources
2. Check the position activity log in ASR
3. Email us

Housekeeping

- If you have a Committee Manager on leave, please ensure someone is added to their searches or the Unit Administrator is taking care of their searches
- If you have someone that will be leaving their position, email us so that we can make updates to ASR
- Please use the User Access form on the website to request access for new users of ASR

academicrecruiting@columbia.edu

Upcoming Training Requirements

- Training refresh this Fall
 - Necessary for policy as well as to ensure that searches are being run properly.
 - You will be emailed and notified that a training has been assigned.
 - Administered through ELM
- We will continue these optional trainings throughout the year.

Live Demo

- Review Position Activity Log
- Go over Disposition Codes column on positions
- Emailing candidates on Interfolio