

SEARCH PROCESS (Phase 1)



1

The search process will begin in JDXpert and transfer to Cornerstone once HR Compensation approves.

2

OAE approval for your Cornerstone Requisition is required before your position will post to the Internal or External Job Board.

3

In reviewing the Cornerstone Requisition, OAE will check the diversity of the search committee and analyze your recruitment plan to ensure it meets the requirements.

4

Once OAE approves your requisition, you may submit your Internal/External postings to the Job Board.

SEARCH PROCESS (PHASE 2)

UIC FORMBUILDER APPOINTMENT FORM

Formerly known as MMQ List

1

Before an offer is made, the department must complete the UIC FormBuilder Appointment Form to fully document the search.

2

The college must approve the Appointment Form and then route it to OAE. OAE will review the form and audit the search for any discrepancies.

3

Errors and omissions in the search process may put the university at risk of non-compliance with [Executive Order 11246](#) as mandated by the Office for Federal Contract and Compliance Programs (OFCCP).

4

It's imperative that the college thoroughly check the Hire Summary Form for accuracy before routing to OAE.

5

The offer can be extended after OAE approval is granted. The approved Hire Summary Form must be attached to each HRFE transaction.

SEARCH WAIVER PROCESS



1

The search waiver process will begin in JDXpert and transfer to Cornerstone once HR Compensation approves.

2

Departments may approve the Cornerstone Requisition, which will create a “hidden” search and application link for you to email to your preferred candidate.

3

Before an offer is made, the department must complete the UIC FormBuilder Appointment Form to document the search waiver request and provide the required attachments (resume, partner accommodation form, org chart, etc.).

4

The college must approve the Appointment Form and then route it to OAE for approval.

5

The offer can be extended after OAE approval is granted. The approved Hire Summary Form must be attached to each HRFE transaction.