Appointment Form – Search Hire (New Hires)

Appointment Form

Proposed Appointee
Please complete the information below and click Next to continue.

Is the proposed appointee a current employee?*
- Yes
- No

Next →

Appointment Form

Cornerstone Requisition ID*

Proposed Title*

Proposed Date of Appointment
mm/dd/yyyy

Percent Time of Appointment

Appointee First Name*

Appointee Last Name*

Applicant Email
user@example.com

Please make sure the email address matches the email address the applicant provided in Cornerstone

Type of Appointment*
Select One

Current Employee Group

Current employees only - leave blank for external hires

New Employee Group*
Select One

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Appointment Form

Hire from Search (Summary/Narrative)

Please complete the below questions for the proposed appointee selected via an external or internal search process. If you have a summary/narrative document that is responsive to the following questions, please attach it using the button below and type “see attached” in the relevant response fields.

Attachments: Choose File [No file chosen]

Note: If you have a summary/narrative or similar justification document, you can attach it here and state “see attached” in the relevant questions below.

Proposed Appointee Title

Associate Director, Title IX

Proposed Appointee Justification:

If the search committee recommendation for hire is different from that of the hiring official, please explain:

Non-Selected Finalist Summary:

Non-Selected Finalist Summary Instructions: For each finalist that did not advance in the search, please provide the interview date and a statement describing the reasons they were not selected to receive an offer at this time, such as specific skills, experience, performance during the interview, references, etc., that made them less qualified in comparison to the proposed appointee. Please avoid vague statements such as “not a good fit” - state why each finalist came up short compared to the proposed appointee - one to two sentences for each non-selected finalist.

Non-Selected Semi-Finalist Summary:

Non-Selected Semi-Finalist Summary Instructions: For each semi-finalist that did not advance in the search, please provide the interview date and a statement describing the reasons they were not selected as a finalist, such as specific skills, experience, performance during the interview, references, etc., that made them less qualified in comparison to those selected as finalists. Please avoid vague statements such as “not a good fit.” Include one statement for each non-selected semi-finalist. If there were no semi-finalists, enter N/A.

Required Documents/Checklist

Please check the box for each search requirement. You will be prompted to upload a document for each relevant requirement.

- Copies of Advertisements
  Note: It is not required to upload copies of advertisements that are posted automatically (e.g., HigheredJobs, Illinois Job Board, LinkedIn, etc.).

- Completed Good Faith Efforts Spreadsheet

- Applicant Screening/Evaluation Criteria
  Note: Attached document should include criteria that was used to assess applications to determine who was selected for interviews.

- Interview Questions/Criteria
  Note: If there was both a semi-finalist and finalist round of interviews, please attach the questions/criteria used during each round.

- Applicant Statuses and Dispositions Updated
  Note: If any of these items are missing or not completed, please explain.

Oral English Proficiency

- Oral English Proficiency Acknowledgment
  by checking this box, certify that the proposed appointee has sufficient oral English language proficiency to provide instruction on this campus

Select Next Approver

Enter the NetID of the Department Approver

Save
Appointment Form

New Hire Without Search (Search Waiver Request)

Proposed Title:
Today Specialist

Current Title:

Current Employer:

Previously Hired from Waiver?
- Yes
- No

Previous Hire from Waiver Instructions: Choose "Yes" if the proposed appointee was previously hired through a search waiver for this position or a similar position in your department.
If yes, please describe. Please provide Requisition ID or Waiver Number if applicable.

Waiver Basis:
- Temporary/Urgent Teaching Appointment
- Temporary/Urgent Non-Teaching Appointment
- Grant Funded Appointment
- Senior Faculty Administrator
- Outstanding External Candidate
- Other

Note: If "other", please briefly describe.

If Other, Please Explain:

Waiver Justification*

Waiver Justification Instructions: Please provide an explanation as to why a search is not feasible or possible. Please include information that can help clarify the exceptional and urgent nature of this request, as well as the expected duration of this appointment.

How was the proposed appointee found?

Note: Please be specific. For example, if candidate was recommended, by whom? If interest was solicited, please describe the process.

Were any other individuals considered? If yes, please list them here. If not, please enter "N/A".

How is the appointee best or uniquely qualified for the position? What was the evaluation criteria?

Required Documents Upload:*  
Document Upload:

+ Add Required Documents Upload: Row

Please upload a copy of the candidate's resume or CV, approved job description, if applicable, and any other supplemental information to support the request.

If others were considered (above) please briefly explain why they were not selected for this position.

Select Next Approver
Enter the NetID of the College Approver:*
Appointment Form – Current employees transitioning to a new role (no search)

Appointment Form

Proposed Appointee

Please complete the information below and click Next to continue.

Is the proposed appointee a current employee?

- Yes
- No

Employee UNI or Net ID*

Keara Galloway: 673043958

Next →

Appointment Form

Cornerstone Requisition ID*

 Proposed Title*

Proposed Date of Appointment

mm/dd/yyyy

Pursuant Time of Appointment

Appointee First Name*

Keara

Appointee Last Name*

Galloway

Applicant Email

keara@uic.edu

Please make sure the email address matches the email address the applicant provided in Cornerstone.

Type of Appointment*

Select One

Current Employee Group

BA

New Employee Group*

Select One

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Appointment Form

Appointment Change

Does this position represent a new role for the proposed appointee?*

- Yes
- No

Is the unit going through a reorganization?*

- Yes
- No

Will the appointment change create a position vacancy?*

- Yes
- No

Requesting Approval For?

SELECT ONE

Note: if "other", please describe briefly.

Proposed Title:

- Associate Director, GAE

Proposed Appointee Current Title:

What is the next direct line of promotion for the current title?

Was proposed appointee hired through a search at any point in their employment at Illinois?*

- Yes
- No
- Other

Note: if "other", please briefly describe.

Is there a change in salary associated with the change in responsibility?*

- Yes
- No

Are you requesting a mid-year or off-cycle salary change as part of this request?*

- Yes
- No

Other Employees with Comparable Titles (Previous Title)/Qualifications/Duties:

Instructions: Please list any other departmental employees with similar titles (present title), duties, and/or qualifications in the department/unit. If there are no other employees with comparable titles/qualifications/duties, please state that here.

Justification*

Instructions:
Justification Instructions:

- For Promotions:
  - Describe how the duties and responsibilities of the appointee have evolved from those on the original job description to those in the job description for the new title.
  - If you have a promotion policy, state clearly how this person meets the qualifications and criteria laid out in that policy.
  - List any other individuals similarly situated who have either a similar title, duties similar to the original job description, or qualifications similar to the appointee(s) and state why they are not being promoted at this time.
  - Provide justification for the salary increase (if required); please indicate specifically if these reasons include salary equity.
- For any change that is not a direct promotion, please provide information about the history and special circumstances surrounding the request.
- For transfers, please make sure to state clearly that the title, position, and pay are all being transferred from one department.
- For any other special circumstances, please consult OER before submitting the form.

Required Documents

Please upload a copy of the candidate's resume or C.V. and any other supplemental information.

Mid-Year Salary Change Approval

Approved Salary (IHR/Provost Use Only):

Notes (IHR/Provost Use Only):

Select Next Approver

Enter the NetID of the Department Approver:
Dual Career – Partner Accommodation (No Search)

Appointment Form

Proposed Appointee
Please complete the information below and click Next to continue.

Is the proposed appointee a current employee?

- Yes
- No

Employee UIN or Net ID:
Koana Galloway 673043858

Next →

Appointment Form

Dual Career Appointment
Please include information about the individual being recruited/retained below. Supporting documentation may be uploaded on this page as well. See "proposed appointee" section for information about the individual being hired.

Recruitment or retention:
Recruitment

Name of individual to be recruited or retained:

Current or proposed title at Illinois:

Employment Unit:

Appointee Name
Koana Galloway
Proposed Title:
Today Specialist

Proposed Appointee FTE

Proposed Appointee Salary

Proposed Appointee Current Title

Current Employer:

**Dual Career Salary Commitment**

**Hiring Unit:**

Salary Commitment (Unit hiring spouse or partner of the individual to be recruited or retained):

Other Unit (Unit seeking to recruit or retain):

Request for Campus Salary Support Commitment:

Actual Campus Salary Commitment (Provost Office Use Only):

Salary Commitment (Other Unit):
Required Documents/Attachments

As a federal contractor, the university is required to record and maintain documentation of the recruiting and selection processes. The hiring process records retention guidance is based on the Americans with Disabilities Act (ADA) and the Office of Federal Contract Compliance Programs’ (OFCCP) enforcement of Section 503 of the Rehabilitation Act of 1973, as amended. Specifically, all candidate records used during the hiring process for staff recruitments, including those for the hired individual, must be retained for a period of three years after the end of the recruitment. Records include any record dealing with recruitment and hiring.

☐ Candidate’s current curriculum vitae

☐ Statement from this unit indicating the financial support the unit will provide for this appointment

☐ Statement from this unit summarizing the strengths of the case, addressing any weaknesses apparent in the supporting material, and explaining why the appointment will strengthen the unit

☐ Statement from the other unit, indicating the need to attract the partner to ensure success in the recruitment or retention of the first partner

☐ All letters received from authorities who can evaluate the candidate’s qualifications for proposed appointment at the University

Select Next Approver

Enter the NetID of the College Approver:*