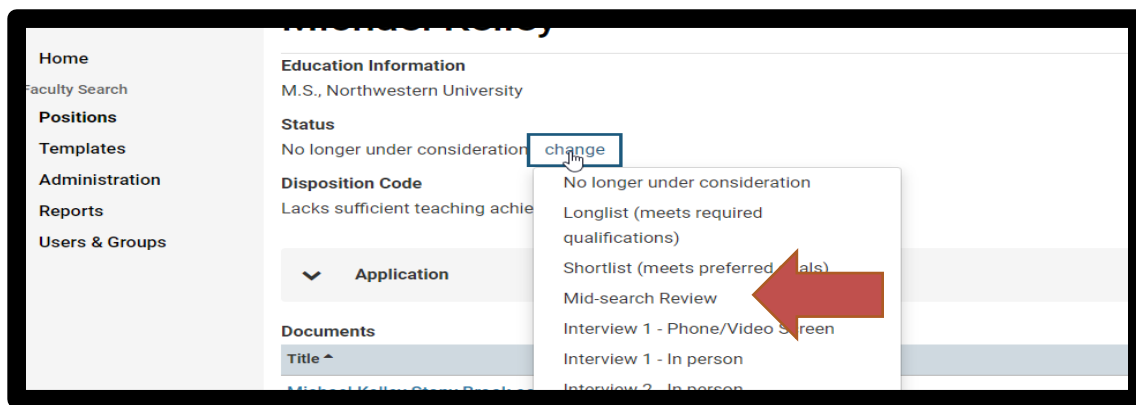


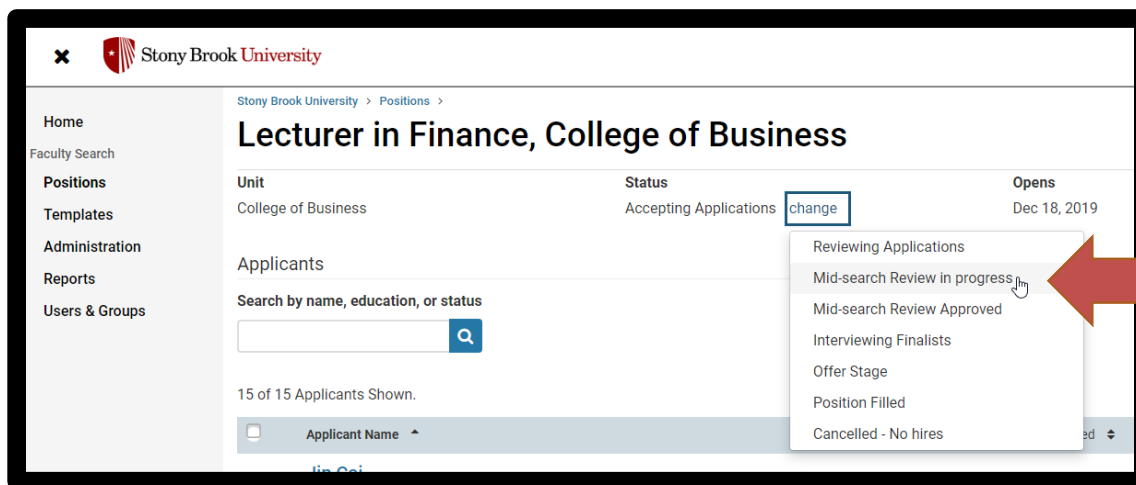
**Department Mid-search review process:**

After the search committee has performed resume screening of all applications, the following must be completed prior to request for a Mid-search review:

1. Resume ratings based on the "required" and "preferred" (if applicable) criteria as advertised in the job posting – Completed by a minimum of 3 evaluators in Interfolio. OEA will no longer accept attachments.
2. Assign "disposition codes" for ALL candidates not selected for interview.
3. Update "Applicant status" for ALL applicants to be considered for an interview to **Mid-search review**.



4. Change the "position status" to **Mid-search Review in progress**.



5. Department Administrator/Committee Manager must contact/email VP Coordinator (VPC) with their Mid-search recommendations. To assist OEA has prepared a Mid-search review checklist.
6. VPC will notify OEA via email that the position is ready for mid-search review process:
  - a. The **subject line** of the email must have the Deans Area or Department Name and interfolio position number.



- b. For example: **CEAS mid-search review request for 55555**
- c. Email should be addressed to:  
[lin.wutiedemann@stonybrook.edu](mailto:lin.wutiedemann@stonybrook.edu); and [oea@stonybrook.edu](mailto:oea@stonybrook.edu)

### OEA Mid-search review process:

Upon receipt of mid-search review request email:

- 1. OEA will perform mid-search review.
- 2. May contact VPC for clarification or reject back if items 1 – 4 are incomplete.
- 3. Upon approval:
  - a. OEA will change the “**position status**” to **Mid-search Review Approved**.
  - b. Notify the VPC that the mid-search review has been approved by replying to VPC email (item 6).

### Department Administrators/VPC:

- 1. Please update **Application status** for candidates selected for mid-search review to Interview 1 or 2, etc. Do not change applicant statuses from “mid-search review” to “no longer under consideration”. Keep all statuses at the final status for each applicant.
- 2. The combination of applicant status and disposition code provides information needed by OEA for step analysis.
- 3. Candidates selected must have a “Hiring Note”. This is similar to the Proposed Candidate – reason for selection in the former SUSB68 report.

*Please note: Since OEA is providing the mid-search approval, OEA will no longer approve the final selection.*

The Provost office has assigned OEA to **step 2** of the **Selection Approval** workflows to demonstrate/ensure OEA was notified and APPROVED the mid-search review. Upon receipt of email notification for approval, OEA will confirm a mid-search review was approved and run reports to ensure all candidates not selected have a disposition code. After verification, OEA will approve step 2 and the workflow will move to step 3 of the process in **Selection Approval**.