



## RECRUITMENT PROCEDURES

### I. REQUEST TO RECRUIT FORM

**To be completed and submitted to ORSP. Once approved, you may advertise the position and interview applicants.**

Please contact ORSP regarding appropriate Research Foundation  $\pm$  SUNY salary and title information, and any advise as to specific program budget limits for funding salary and fringe benefit costs.

Complete the "Request to Recruit" form to include Job Description and Qualifications. Attachments can be added as needed where space is limited. (next worksheet tab/page)

Include in submittal to ORSP: a sample of advertisement to submit to NYS Department of Labor and local & regional Newspapers. Wording must communicate that the employer is **The Research Foundation of SUNY an AA/EO9**

Submit to: Office of Research & Sponsored Programs (ORSP)  
223 Hewitt Union  
Bldg# 29

Upon Affirmative Action Officer approval/signature, a copy will be returned to the project director. Job can be posted and advertised at applicable locations. Recruitment, search and interview of applicants can begin.

### II. AFFIRMATIVE ACTION SUMMARY / APPOINTMENT RECOMMENDATION FORM

Upon completion of the search and interview process, the Appointment Recommendation form should be completed to include the name of the individual recommended for the position. Copies of resume, etc as provided by (all) applicant(s) must be included.

Please Note: Until the recommendation is approved and our operations manager signs approval of "New Hire" appointment paperwork, communication to the recommended candidate should be that he/she is being "recommended for the position, pending approvals".

Forward the A/A form and attachments to ORSP for review by the Affirmative Action officer.

Upon approval of recommendation, ORSP will contact the project director to schedule a time when the candidate can visit ORSP to complete New Hire paperwork. The individual will need to bring proof of identity and citizenship documents with them to ORSP.

Candidate can not start work until new hire packet is completed and ORSP notifies authorization to begin work.

# REQUEST TO RECRUIT

(Required for all Research Foundation Positions, including Student Hires)

Attachments are acceptable, & must include a draft of proposed advertising & intended locations to post

**Award Funding:** \_\_\_\_\_ **Proposed Salary/Wages:** \_\_\_\_\_ **Biweekly Hourly** (Select One) \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Desired Appointment Date:** \_\_\_\_\_ **Full Time:** \_\_\_\_\_ **(Select One)** **Part Time:** \_\_\_\_\_ **Percentage (%) of Time (based on 40 hours)**

**37.5 hours/wk** **40 hours/wk**

**Position Description:**

**Qualifications**

**Special Affirmative Action Status (Select One, if applicable) :**

6 months - 1 year duration

Less than 6 months duration

**Project Director**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

### To Be Completed By ORSP:

**Working Title:** \_\_\_\_\_

**RF Title:** \_\_\_\_\_ **Title Code:** \_\_\_\_\_

**Salary Range:** \_\_\_\_\_ **Salary Grade:** \_\_\_\_\_

**Approved Salary Rate:** \_\_\_\_\_ **FLSA (Select One) :**

**NEX**                      **Exempt**                      **Non-Exempt**

If the job description classifies as exempt, but wages do not meet the threshold for exempt status, the individual is appointed as a non-exempt (NEX) FLSA.  
<https://on.ny.gov/2lv5ot9>  
<https://on.ny.gov/2j4QoBU>

New York State Hourly Minimum Wage	
Effective Date	\$/hour
12/31/2017	\$10.40
12/31/2018	\$11.10
12/31/2019	\$11.80
12/31/2020	\$12.50

New York State Exempt Minimum Salary			
Effective Date	\$/week	\$/biweekly	\$/annual
12/31/2017	\$780.00	\$1,560.00	\$40,560.00
12/31/2018	\$832.50	\$1,665.00	\$43,290.00
12/31/2019	\$885.00	\$1,770.00	\$46,020.00
12/31/2020	\$937.50	\$1,875.00	\$48,750.00

**ORSP**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Affirmative Action Officer/ Director of Research & Sponsored Programs

**Special Status:**    **Noted:**                      **Denied:**

**Comments:**

**Search Procedure Used:**

**AFFIRMATIVE ACTION SUMMARY**  
**(To Be Completed For ALL Positions)**

**Position Title (RF Title):** \_\_\_\_\_  
(Check with ORSP for appropriate Research Foundation titles)

**Working Title (If Applicable):** \_\_\_\_\_

**Length of Appointment:** \_\_\_\_\_

**Effort (Select One):**                      **Full Time**                      *37.5 hr wk*                      **Part Time** \_\_\_\_\_                      **Include % of time** (Note: Part time is based on a 40 hour work week)

**Proposed Salary (Select One):**                      **Annual**                      **Biweekly**                      **Hourly**

**Where Advertised:** *(student titles need not be advertised off campus)*

**Regional Newspaper :** \_\_\_\_\_

**Local Newspaper :** \_\_\_\_\_

**NYS Employment Services :** \_\_\_\_\_

**Campus Newspaper:** \_\_\_\_\_

**Campus Bulletin Board :** \_\_\_\_\_

**Department Chairs :** \_\_\_\_\_

**Other (Please Specify) :** \_\_\_\_\_

**Number of Applicants:**                      \_\_\_\_\_ **Male**                      \_\_\_\_\_ **Female**                      \_\_\_\_\_ **Ethnic Minority**

**Selected Applicant:** \_\_\_\_\_

**Project Director Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Award#:** \_\_\_\_\_

ORSP Approval:

**Approved**

**Disapproved**

**Comments:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_