

Checklist for Academic Searches in PeopleAdmin

*Copies of all placed advertisements, letters, or any other efforts made to generate candidates must be maintained by the hiring unit for a minimum of five years from the time the position is filled—IUPUI Office of Equal Opportunity (OEO) reserves the right to randomly audit positions to be sure the required documents are on file.

[Create a New Posting](#) for the vacant position in [PeopleAdmin](#), before ads are placed.

REGIONAL CAMPUSES: Approval is required from Executive Associate Dean for Educational Affairs for a faculty search (not a research associate or an academic specialist) using the Education Affairs Administrative Action Request (AAR)

[Place the ad](#) and begin recruiting after receiving approval from IUPUI Office of Equal Opportunity (OEO) through PeopleAdmin. The position will automatically be posted on the IU Jobs website.

[Candidates apply](#) directly through PeopleAdmin.

[Review all applications](#)

Move select applicants to “[Request Interview/OEO Review](#)” workflow state **before** scheduling interviews

**Remember, a second review of URM applicants may be requested by OEO*

Move select applicants to “[Not Interviewed, not selected](#)”

[Schedule candidate](#) for Interview after receiving approval from OEO through PeopleAdmin.

Move candidate to “[Applicant Declined Interview](#)” workflow state if interview declined

Move lead candidate to “[Interviewed, Ready to Submit Hiring Proposal](#)” workflow state

Move all other interviewed candidates to “Interviewed, not selected” or “Withdrawn”

[Create Offer Packet](#) as a **single PDF** in the following order for lead candidate

OEO requires an academic position announcement must be advertised in PeopleAdmin for 30 days before an offer can be made.

[Approval of Terms](#)

[Offer letter template](#)

CV

Additional Required Documentation *for Tenure Track* on page 2 of the Approval of Terms document

[Start Hiring Proposal](#) in PeopleAdmin for the lead candidate

OEO requires an academic position announcement must be advertised in PeopleAdmin for 30 days before an offer can be made.

Send offer letter and other required paperwork to candidate after receiving approval in PeopleAdmin

DO NOT SEND THE OFFER LETTER to the candidate until approval is received in PeopleAdmin

Move Hiring Proposal to “[Offer Accepted](#)” once signed offer letter has been received

If candidate declines offer, move Hiring Proposal to “[Offer Declined](#)”

Proceed to the [Academic eDoc Processing Checklist](#) for Hiring steps