



Memorandum

October 26, 2009

To: Faculty and Staff Initiating Searches

From: Yosette Jones Johnson
Assistant Vice President for Faculty and Staff Relations

Subject: **Changes in Search Procedures**

CUNY's move to an integrated computing system called, CUNYFirst, will link Finance, Human Resources and Student Services at each college. Human Resources offices throughout CUNY are implementing CUNYFirst modules that will automate functions previously performed manually. As a precursor to implementation of The CUNYFirst (CF) Talent Acquisition Management (TAM) module, CUNY has changed how searches for positions are initiated, approved and posted. Other Graduate Center search procedures remain the same, for now. When TAM is implemented, searches, applications, and appointments will be done online in CUNYFirst.

Attached are the Interim Recruitment Procedures adopted by The Graduate Center to initiate recruitment as CUNY transitions into the CUNYFirst environment. Ella Kiselyuk or Jazzmine Clarke-Glover are available to assist you if you have questions. Their contact information follows below:

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c: The Cabinet
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