Hiring Process

1. Apply for a position through Cornell's [online application system](#). You will receive a confirmation that your application materials were received.

2. A hiring supervisor (or hiring committee) reviews applications as received. If an application deadline is included in the advertisement, priority consideration will be given to applications received by that date.

3. A hiring supervisor (or hiring committee) selects candidates for phone interviews. Candidates will be contacted and interviews scheduled. A hiring pay range for the position will be provided to all contacted applicants at this stage of the recruiting process. In certain searches, the phone interview may be skipped and a hiring supervisor may conduct a phone screen and then move on to scheduling Zoom or on-campus interviews.

4. A hiring supervisor (or hiring committee) selects finalists for on-campus or Zoom interviews.

5. Finalists receive an itinerary detailing their time on campus.

6. A hiring supervisor (or hiring committee) makes a recommendation or decision on their top candidate. The top candidate is notified of the offer contingent upon successful completion of a background check.

7. Human Resources (HR) issues a background check. Please see the [background check policy](#) for details.

8. Once the background check is complete and final approval is given, HR finalizes the hiring process. If you are not offered the position, you will receive an email letting you know that the position has been filled. If you

interviewed on-campus, you will receive a phone call or email letting you know that another candidate was chosen for the position.