

The Research Foundation's (RF)
Guide for Hiring a Diverse and Talented Workforce



Campus Site:
190 – SUNY Geneseo

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Supervisor/Search Committee Summary of Affirmative Action

Diversity and inclusion are fundamental to the Research Foundation's (RF) culture and mission. The RF values the many characteristics -- age, race, ethnicity, gender, religion, national origin, disability, sexual orientation and veteran status, among others -- that make people unique and creating a working environment that welcomes and celebrates differences, enhances productivity, creates personal and professional opportunities, unleashes each individual's full potential, and fuels innovation.

As the RF has requirements under Equal Opportunity Employment and Affirmative Action Law, there are certain obligations when conducting searches and filling new positions. Please take a few minutes to familiarize yourself with the RF's [Equal Opportunity Policy Statement](#) and the [Reaffirmation of the Equal Employment Opportunity Memo](#) from RF President, Jeffrey Cheek, prior to beginning your search process.

It is important to support the RF's commitment to Equal Opportunity Employment and Affirmative Action, and reach as many qualified candidates as possible, by:

- Reviewing job descriptions and postings with SUNY Geneseo's Grants Management Office (GMO) to ensure accurate classification and compensation range for the position at the start of the search.
- Revising job descriptions to substitute a degree for work experience, when appropriate.
- Ensuring your position is posted using the required diverse recruitment resources.
- Having a diverse group of individuals on the search committee to add perspective.
- Reviewing resumes for knowledge, skills, abilities, relevant experience, and specific technical skills.
- Keeping interview questions focused on an individual's ability to perform the functions of the position based on qualifications and experience.
- Working with GMO to review interview questions, as needed.

Please make sure, at the close of the search, that the hiring manager completes and returns the required materials and documentation to GMO, as the information will be needed to complete the annual RF Affirmative Action Plan.



Office of Diversity and Inclusion

This guide is intended to be used for The Research Foundation (RF) campus locations who are rolling up into the RF Corporate Headquarters Plan. This includes Site 190 – SUNY Geneseo.

It is the responsibility of each RF campus location rolling up into the RF Corporate Headquarters Affirmative Action Plan to maintain compliance with job postings and all required documentation. In the event of an audit, your campus location will be required to produce any documentation for searches, waivers, etc.

If you have any questions, please contact SUNY Geneseo's Grants Management Office at (585) 245-5060, or via e-mail at rfgmo@geneseo.edu.

The Search Process

In accordance with the RF Corporate Headquarters Affirmative Action Plans and the diversity and inclusion efforts, open positions will be posted and advertised whenever practical.

The search procedures in this document apply to regular and postdoctoral positions that have an expected duration for longer than six months, with an effort of 50% or more.

This process does not apply to faculty who are accepting summer salary with the RF, nor other short-term/seasonal appointments (reference “Waiver of Search Procedures,” page 6.)

Pre-recruitment

1. Hiring Manager notifies the Grants Management Office (GMO) of the need to fill a position.
2. GMO provides the required materials for the search, which may include:
 - Suggested interview questions
 - Required posting locations to recruit a diverse pool of applicants under the Affirmative Action Plan, which include:
 - Career One Stop/local State Job Bank
 - Veteran Recruitment Resources
 - Disability Recruitment Resource
3. A review of the location is performed to determine if there are applicable pay transparency requirements for the job posting. For example:
 - Positions where the work will be performed in NYC or Westchester County must have a good faith minimum and maximum salary range for the position outlined on each job posting due to pay transparency laws. This includes any position which is posted as remote, where the employee has the potential to work out of NYC or Westchester County.

Pre-recruitment (*cont'd*)

4. Hiring manager provides job description to GMO for classification and compensation review, in accordance with RF's [HR Guidelines](#). GMO should keep in mind:
 - Fair Labor Standards Act (FLSA) classification
 - [Position Standards and Titles Guideline](#)
 - Ensuring the minimum qualifications for the position are in accordance with the [Position Titles](#).
 - Reviewing salary:
 - Is within the current Salary Schedule for the position.
 - Reviewed in conjunction with others in similar titles, with similar duties, at the campus location and existing employees on the award.
 - Reviewed to be within sponsor guidelines. (Ex. administrative titles charged to federal awards.)
 - Meeting FLSA salary threshold and minimum wage requirements.
5. GMO reviews any RF job posting for the required language, and information ("Job Posting Compliance Requirements," page 7).
6. Once confirmed by all required campus parties (ex. PI, GMO, etc....), the position can be posted. Positions must be posted at least two weeks.

Recruitment

1. GMO supports the hiring manager, as needed: finalize posting, provide guidance around the recruitment strategy of where the position will be posted. It is recommended, when possible, that the search committee is comprised of cross functional members with diverse perspectives.
2. Provide the Hiring Manager with recruitment documents such as [A Great Place to Work – 10 Perks of Working at the RF](#) and the [Benefits Outline](#) (Regular Employees only), as tools to engage applicants.
3. GMO provides guidance to the search committee throughout the search process. This may include:
 - a. Providing additional posting locations to broaden and diversify outreach, to create a diverse pool of applicants
 - b. Assist in reworking posting language
 - c. Assisting with review of resumes, and providing training and tools for the committee

Recruitment (*cont'd*)

4. Committee reviews resumes and selects qualified candidates to interview. If more than three candidates apply, a minimum of three shall be interviewed for the position. Interviewees are to complete an RF employment application prior to the scheduled interview.
5. Committee maintains and completes an “Interview and Selection Rationale Summary Form”
6. Each applicant is to receive [Voluntary Self-ID Forms](#). This step needs to be arranged with GMO.
7. Committee selects finalists and sets up interviews.
8. Committee conducts reference checks. Reference checks should be made with at least two past supervisors/employers and can be done via e-mail, or telephone.

Selection

1. Hiring manager selects final candidate and forwards to the Grants Management Office a complete search file, which consists of:
 - Interview and Selection Rationale Summary Form
 - Hiring Requisition
 - Vacancy/Posting Announcement
 - Job Description
 - Reference check documentation
2. Upon receipt of search file, GMO reviews any offer of employment, which may be contingent on successful completion of any applicable pre-employment background check. GMO arranges this via campus HR department.
3. As appropriate and once approved, the final offer is made by GMO. The new hire will receive an appointment letter with supporting on-boarding documents. On boarding is initiated by a Grants Management staff member.

Close of Search:

The search file is filed in GMO.

Waiver of Search Procedures

RF locations rolling up into the Corporate Headquarters Affirmative Action Plans will conduct, whenever possible and practical, a full and open affirmative action search prior to filling a vacancy for regular and postdoctoral positions. Occasionally, special circumstances may warrant a waiver of the search process. In all cases, the objective in hiring is always to achieve the most talented and diverse workforce possible.

Based on the needs of RF business, situations where a full search may not be required may include:

- Summer-only positions
- Regular appointments for a duration of six months or less
- Regular appointments at less than 50% effort
- Student appointments
- The individual is listed on the award (ex. as the PI, Co-PI, etc....)

A completed Hiring Requisition needs to be received in the Grants Management Office two-weeks prior to an individual's official hire date.

In addition, in rare situations, there may be specific circumstances surrounding a position and a critical need, which could result in the review of waiving a full affirmative action search of a regular, ongoing position:

- Critical and time-sensitive business need where leaving a position vacant would severely impede research activities.
- Unique qualifications of the position would make a search impractical.

These situations require the completion of a Search Waiver Form. Contact GMO @ rfgmo@geneseo.edu for this form.



Job Posting Compliance Requirements

As the Research Foundation is a private, not-for-profit employer, there are separate requirements for RF job postings. Each RF job posting must contain the following language:

- **Equal Opportunity/ Affirmative Action Language (complete):**
As an Equal Opportunity / Affirmative Action Employer, The Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, creed, religion, sex, pregnancy-related conditions, reproductive health decisions, childbirth or related medical conditions, sexual orientation, gender identity or expression, transgender status, age, national origin or ancestry, marital status, familial status, citizenship, physical and mental disability, prior arrest or conviction record, genetic characteristics/genetic information, predisposition or carrier status, domestic violence victim status, military status or service, veteran status, or any other characteristics protected under federal, state or local law.
- **If abbreviated EEO/AA tagline is needed for print ads, ex. newspaper, please reach out to GMO for the most up-to-date language.**
- **Language identifying us as a separate employer:**
The Research Foundation for the State University of New York is not an agency or instrumentality of the State of New York. Employees of the Research Foundation for the State University of New York are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The Research Foundation for the State University of New York operates under a contract with The State University of New York and receives no directly appropriated state funding.
- **Job Salary range, where applicable.**

Additional information:

- Any agency recruiting on behalf of SUNY Geneseo's RF location should receive a copy of the All-Recruiters Letter. If needed, contact GMO for a copy – rfgmo@geneseo.edu



FORMS and TEMPLATES:

- [Vacancy/Posting Announcement Template](#)
- [Job Description Template](#)
- [Interview and Selection Rationale Summary Form](#)
- [Reference Check Template](#)
- [Hiring Requisition Form](#)
- [Voluntary Self-ID Forms](#)
- Search Waiver, contact rfgmo@geneseo.edu for a copy