

FACULTY RECRUITMENT – Frequently Asked Questions

Updated March 2016

- Can I continue to use my current paper process for Faculty searches?
*No, all open Faculty Searches must use **AcademicJobsOnline** (“AJO”).*
- How long will the posting process take?
As soon as the academic administrator receives access to AJO, it only takes minutes to post a position.
- How long can we keep the posting on AJO?
The posting can remain on the site as long as you are actively recruiting. Once the selected candidate has been identified, HR will close out the posting.
- Is there a charge to the department for the posting on AJO?
Yes, the cost is \$150 per posting, and departments will be charged by HR.
- Who should receive training about AJO?
By request, Human Resources will train administrative assistants, academic administrators and faculty members to use the tool. The system is very user friendly. Current faculty member users of AJO utilize their administrative assistants as their designated users.
- What if individuals contact me directly about a position?
Redirect them to apply online via AJO. This allows a consistent application process for all potential candidates.
- Does the use of AJO apply to the recruitment of Clinical Faculty as well?
The use of AJO is for faculty positions that are 100% school paid. This doesn’t apply to faculty positions which are wholly or partially paid for (e.g., dual docs) by the medical group.
- Where can I find more information?
*Please visit the **HR Recruiting Resources** site located under the Job Opportunities section of the Human Resources area on the UMMS website at http://www.umassmed.edu/hr/recruiting_resources/job_aids_forms.aspx*
- Who can I contact with questions?
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