HIRING PROCESS

Cornell University is a large, decentralized organization employing nearly 10,000 faculty and staff at the Ithaca campus. Each college or major business unit is responsible for its own hiring. The following are general details regarding the Cornell hiring process. Timelines provided in this document are meant to provide an approximate timeline. There are instances when steps could differ from what is noted.

Disability Accommodations for Applicants
If you require an accommodation for a disability so that you may participate in the selection process you are encouraged to contact the office of Workforce Policy and Labor Relations at (607) 254-7232, or via email at: equalopportunity@cornell.edu.

Student Employment
Students who are interested in employment should contact Student Employment Services located in 203 Day Hall, (607) 255-5145 or sesemp@cornell.edu. International students and family members of international faculty members should contact the International Students and Scholars Office located in B50 Caldwell Hall, (607) 255-5243 or isso@cornell.edu.

Search Career Openings
Our online application system allows you to search our open positions on a variety of criteria. If none of the positions currently available are of interest to you, you can create a Profile, and create a Search Agent, indicating that you wish to be notified of future openings matching the criteria that you selected.

Submit an Application for Each Position
To be considered an applicant, you must apply online for each position for which you want to be considered. While cover letters are not required, our application process is highly competitive so it is strongly recommended that you submit one for each position. Some postings may require additional documentation, please read each posting closely to ensure that you are including everything that is required. It is important to note that job postings need only be active for 5 business days after which they can be removed from the Careers at Cornell website at any time without notice.
Confirmation of Receipt of Application
You will receive an email to confirm receipt of your application within 24 hours of your submission. This email will reference the job number for the position. Please be sure to keep track of not only the number but the actual job title so that you may refer back to the position should you be called for an interview.

Tracking Your Application
Once your application has been submitted it is reviewed by either the college or administrative unit human resource office or the hiring supervisor. Your Cornell Careers account provides a section titled “My Applications” where you can track your application status as it moves through the process. Once your application is received, in addition to the email confirmation that you received, you will note that your application status will show as “Under Consideration” on the “My Applications” page.

We receive many applications for each position posted, so please expect that your status could remain “Under Consideration” for 4-6 weeks.

Phone Screen
Following a resume review, the most qualified candidates may be invited to participate in a phone interview. Typically phone interviews take between 30-60 minutes and focus on your work history, the reason you are interested in the position and to collect compensation information. You should expect it will take between 1-3 weeks before you hear back. If you are not selected to participate in an in-person interview you will be notified by email or phone.

First Interview
If selected for an in-person interview you will be contacted directly by phone or email to schedule a time. In the in-person interview you will meet with the hiring manager and search committee members. This interview is an opportunity to get to know the manager, the department culture, and to gather more insight into the specifics of the position. Often these interviews will combine behavioral interview questions with resume related questions to gain a better understanding of your experience and how it is related to the position. If you are not selected for an additional interview you will be contacted by the manager or the recruiter within 1-3 weeks.

It is strongly recommended that in preparation for an interview, you take the time to research Cornell University and in particular the department in which the position resides.

The Cornell University Recruitment and Employment Center
337 Pine Tree Road, Ithaca, NY 14850 · telephone (607) 254-8370 · tty (607) 254-4943 · email mycareer@cornell.edu

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.
You should receive a copy of the full position description in advance of your interview, if you do not, please contact the person who scheduled your interview to request one.

Note: It is helpful to bring a few copies of your resume to every in-person interview.

Second and Additional Interviews
In some cases a second-round interview will occur and generally involve meeting with additional members of the department and other stakeholders. In this interview stage you will get a more in-depth look at the role and how it relates to the broader organizational structure. You should be prepared to engage in deeper conversations regarding what you can bring to the position. For senior level positions, or positions that work across many different departments, there may be additional rounds of interviews. We hope that you will take this time to absorb as much information as possible about the position and the work environment. This time is not just an opportunity for the team to evaluate you, but also for you to ensure that Cornell University is the place for you.

Background Check and References
Our final step in the evaluation process involves checking references and in some cases completing a background check. We ask that all finalists provide three professional references including your current or most recent supervisor. For positions requiring it, background checks will be completed by an outside vendor.

Job Offer
Congratulations! If you are the selected candidate you will receive a verbal offer from either the hiring manager or human resource representative. We will then send you an official offer letter outlining the terms and conditions of the offer and will include information for next steps to becoming part of the Cornell University community.

Diversity and Inclusion are a part of Cornell University’s heritage. We are a recognized employer and educator valuing AA/EEO, Protected Veterans, and Individuals with Disabilities.