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New Georgia Southern University Recruitment Plan Available

Georgia Southern University

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Dear Campus Community,

The purpose of this letter is to outline and clarify the recruitment plan for faculty and staff positions with the consolidated Georgia Southern University. The following process will be implemented immediately.

Once the organizational chart containing a certain position is approved by the President, an analysis will be performed by the supervisor of the position, in consultation with a Human Resources (“HR”) representative from each current campus, to determine which (if any) positions are sufficiently similar on one or both campuses to constitute incumbent roles. Persons serving in interim positions will be considered incumbent for their regular positions and will not be considered incumbent for their interim positions (e.g., a Manager serving as an Interim Director would be considered incumbent in the Manager position and would not be considered incumbent for the Director position). The supervisor will proceed as follows:

| | | | |
|--|---|--|---|
| Equal or greater number of available positions within the new institution compared to number of incumbents | Fewer available positions with the new institution compared to number of incumbents | No incumbent for a position | No position within the new institution for employee |
|  |  |  |  |
| Incumbent(s) is/are slotted into the equivalent positions with new the institution | Incumbents are invited to submit a letter of interest and a resume | Position is internally advertised to all campuses | Employee is invited to apply for vacant, internally posted positions |
| |  |  | |
| | Supervisor conducts interviews and makes selection for hire | If no selected candidate, position is externally advertised | |
| |  | | |
| | Supervisor maintains list of all remaining incumbents in order of qualification | | |

For all positions where an individual is slotted or selected, the supervisor will submit a selection memo to HR. If this individual declines the position, any remaining incumbent(s) will be offered the position in order of qualification. If a position is not filled, the position will be opened internally to employees on all campuses.

Current employees who have not been slotted for a position with the new institution are strongly encouraged to apply for posted positions with Georgia Southern or other University System institutions. HR will provide

employment services, including career guidance, resume writing, mock interviews, and correspondence with other University System institutions to assist with this process.

If an individual is not selected for any position at the new institution, that individual's employment will be terminated as of January 1, 2018. Consistent with University System policy, Georgia Southern University will provide the following services to affected employees:

Priority Re-employment: Employees will receive a six month priority consideration period (immediately following the termination date) for positions to which they apply and are qualified. Hiring managers must demonstrate a compelling justification for selecting another candidate.

Priority Recall: Employees displaced from positions that were eliminated and are reestablished within one year of January 1, 2018 shall be notified and given first right of refusal for the reestablished position(s).

Resume Sharing: Georgia Southern University will establish a resume sharing program with other USG institutions. Affected employees may request to participate in the program and submit updated resumes to HR for circulation to other institutions in consideration of open positions for which they are qualified and are interested in applying.

Questions or concerns may be directed to consolidation-hr@georgiasouthern.edu. We are excited to finalize this important step in the consolidation process and to move forward toward the new institution as a strong and unified team.