



## HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: University Employment

Subject: Recruiting and Hiring Benefitted Staff

Applies To: Hiring Managers

Sources:

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Page(s): 1 of 4

### Purpose

The purpose of this policy is to outline practices and procedures for hiring benefitted staff at Georgia Southern University.

### Policy

Georgia Southern University is committed to nondiscrimination on the basis of race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability in its recruitment and hiring practices. The University has established procedures which standardize the recruitment and hiring process thus confirming the University's commitment to equal employment opportunity and affirmative action. Hiring managers are expected to comply with the recruitment and hiring policies and procedures.

### Recruitment

There are three standards for filling vacant positions:

- **External Recruitment** – The vacant position is externally advertised in recruitment outlets selected by the hiring manager and the Department of Human Resources. Exempt (monthly) positions are externally recruited for a minimum of fifteen (15) business days. Non-exempt (bi-weekly) positions are externally recruited for a minimum of five (5) business days.
- **Internal Recruitment** – The vacant position is internally advertised in a restricted area such as the department, division, college, or university. Only benefitted employees in the designated area can apply for the vacant position. Internal searches must be approved in writing by the Assistant Director of Employment Services. Factors that will be considered are the race/gender makeup of the classification and/or job group, and the department's past efforts to recruit minorities and women. Only applicants who complete the process by the application deadline date will be considered. Internal searches are open for a minimum of five (5) business days.
- **Direct Appointment** – A qualified individual is directly hired into the position. In order to proceed with a direct appointment, the hiring manager must seek written Presidential approval. A copy of this written consent must be provided to the Assistant Director of Employment Services to be placed in the search file. The

selected individual must complete an application which documents his/her education, experience, and skills.

### **Advertising Vacant Positions in Standard Recruitment Outlets**

Georgia Southern University has designated a number of recruitment outlets as standard recruitment efforts for non-exempt and exempt positions.

All non-exempt positions must be advertised in the following standard recruitment outlets:

- Statesboro Herald
- Georgia Department of Labor

All exempt positions must be advertised in the following standard recruitment outlets:

- Statesboro Herald
- Georgia Department of Labor
- Higher Ed Jobs Online
- Inside Higher Ed Online
- University System of Georgia Applicant Clearinghouse

The hiring department is responsible for charges incurred for posting in the standard recruitment outlets. In addition to these outlets, hiring managers can choose additional recruitment outlets with which the Department of Human Resources maintains contracts. The hiring department will be responsible for charges incurred.

### **Advertising Vacant Positions in Minority Recruitment Sources**

The Department of Human Resources maintains a list of minority recruitment sources for exempt positions. Hiring departments should consider this option if the vacant position is located in a job group or department that has experienced underutilization of women and/or minorities in the most recent Affirmative Action Plan. Hiring departments are encouraged to use these recruitment sources to attract more diversified applicant pools. The hiring department will be responsible for charges incurred.

### **Supplemental Advertising by the Hiring Department**

Hiring departments may advertise vacant positions with industry-specific trade journals, publications, and list-serves in attempts to reach additional applicants. Staff members from the Department of Human Resources will provide managers with a formatted ad to be placed in the selected journal or publication by the hiring manager. The hiring department will be responsible for charges incurred. The Department of Human Resources encourages hiring managers to forward documentation of additional recruitment advertising to be maintained with other search file documents in Human Resources.

## **Interviewing for Internally Recruited Positions**

Once the recruitment period ends, the hiring manager must review and screen all applicants that are received through the PeopleAdmin system. The hiring manager must ensure that any candidate considered for an interview meets the minimum advertised requirements. There is no minimum requirement for the number of applicants to be interviewed. If interviews are conducted, the hiring manager must maintain appropriate documentation of the questions posed by the interviewer(s) and responses of each candidate. After the interviews are complete, the hiring manager will make a recommendation for hire. The selection must be based on the minimum requirements, including education, training, and experience that are outlined in the job description. The following documents must be provided for the Department of Human Resources:

- Standardized interview questions and summary responses for all interviewed candidates (if interviews were completed)
- Telephone reference checks for the selected candidate(s)

In his/her capacity, the Assistant Director of Employment Services confers with hiring managers regarding concerns or issues related to the candidate(s) education and/or experience. The Assistant Director of Employment Services will work with the hiring manager to set the starting salary based upon funding availability, competitive market rates, internal equity, and the rates established within the compensation plan.

The hiring manager has the ability to recommend any salary up to the midpoint. Recommended salaries at or above the midpoint must be approved in writing by the appropriate Vice President. The Assistant Director of Employment Services can initiate a discussion with the hiring manager, Vice President, or any designee regarding starting salary concerns or issues. All offers of employment are contingent upon the successful completion of the background investigation and academic credentials verification process if necessary.

## **Interviewing for Externally Recruited Positions**

Once the recruitment period ends, the hiring manager must review and screen all applicants that are received through the PeopleAdmin system. The hiring manager must ensure that any candidate considered for an interview meets the minimum advertised requirements. The hiring manager is given the flexibility to conduct preliminary interviews using technology such as the telephone or a software application that allows telephone calls over the internet. The hiring manager must conduct campus interviews on a minimum of three (3) candidates. During the preliminary and campus interview process, the hiring manager must maintain appropriate documentation of the questions posed by the interviewer(s) and responses of each candidate. After the interviews are complete, the hiring manager will make a recommendation for hire. The selection must be based on the minimum requirements, including education, training, and experience that are outlined in the job description. The following documents must be forwarded to the Department of Human Resources:

- Standardized interview questions and summary responses for all interviewed candidates
- Telephone reference checks for the selected candidate(s)

In his/her capacity, the Assistant Director of Employment Services confers with hiring managers regarding concerns or issues related to the candidate(s) education and/or experience. The Assistant Director of Employment Services will ensure all required documentation is provided. The Assistant Director of Employment Services will work with the hiring manager to set the starting salary based upon funding availability, competitive market rates, internal equity, and the rates established within the compensation plan.

The hiring manager has the ability to recommend any salary up to the midpoint. Any recommended salary amount at or above the midpoint must be approved in writing by the appropriate Vice President. The Assistant Director of Employment Services can initiate a discussion with the hiring manager, Vice President, or any designee regarding starting salary concerns or issues. All offers of employment are contingent upon the successful completion of the background investigation and academic credentials verification process if necessary.