CLASSIFIED HIRING PROCESS TOOLKIT
HIRING PHASE II

AUDIENCE:
All Human Resource Managers/Liaisons

OVERVIEW:
This process applies to all recruitments for vacant classified positions that are set up for Hiring Phase II in PeopleSoft.

PROCESS STEPS:

1. Initiate recruitment process:
   a. Confirm funding source and department information for position using an FTE Plan if available or applicable.
   b. Determine type of position; full-time equivalent, time limited, temporary or temporary grant.
   c. Develop position description (including the minimum requirements, skills and abilities, knowledge, functions, and job purpose) for the job.
   d. Enter the position information into CUBS Hiring Phase II and create a Pre-hire Request to be routed through appropriate administrative channels for approval, then on to Office of Access & Equity, and finally to HR for approval to post (see http://media.clemson.edu/humanres/courses/online-hiring-originator.pdf)
   e. Once the position is approved by all of the above, HR will notify the HR Manager/Liaison of the classification decision via a system-generated email.

2. Manage recruiting timeline and posting information:
   a. If external advertising is desired, contact HR Recruitment to work on content of advertisement in order to attract qualified candidates. Once advertisement is finalized, submit a copy for approval to HR and Office of Access & Equity.
b. Determine open and closing dates of posting/advertisement.

c. Submit a job opening into CUBS (CUBS/Workforce Administration/Recruitment) once contacted via email by HR Recruitment. Insert link to documentation.

d. HR Recruitment will provide notification when position is approved for posting.

3. Prepare for interviews:

a. On the position closing date, the HR Manager/Liaison and Interview Team will receive an email from HR Recruitment with information regarding how many applicants there were, how many passed the screening process, and an attachment containing a preliminary applicant summary of everyone that passed the screening.

b. Determine if the applicant pool is adequate to close posting based upon quality of pool, number of applicants, diversity, etc.

c. Respond to HR Recruitment with information regarding whether to close or extend position posting. (Note: if there is no response from HR Manager/Liaison or Interview Team by 4:00 p.m. the day before the closing date, the position posting will automatically close at midnight.)

d. On the day after position closing date, the HR Manager/Liaison and Interview Team will receive an attachment containing the final applicant summary of everyone that passed the screening.

4. Conduct interviews:

a. Designee contacts applicants selected for an interview.

b. HR Manager/Liaison or Designee enters interview schedule into CUBS (CUBS/Workforce Administration/Recruitment).

c. Interviews are conducted and Interview Team completes an interview evaluation for each candidate. A summary of the evaluation for each candidate is input into CUBS (CUBS/Workforce Administration/Recruitment) by HR Manager/Liaison or Designee.

   i. There should be no fewer than three qualified applicants interviewed.
ii. Phone interviews cannot occur without prior approval from the Office of Access & Equity.

iii. Submit written justification to the Office of Access & Equity for each interviewee in an under-represented group who is not interviewed. Contact Jerry Knighton or Freda Webb in Access and Equity.

5. Process request to hire paperwork:

a. Department submits online Background Check Request Form to HR Manager for selected candidate (if external applicant). HR Manager submits background check to Truescreen. Insert link to documentation. Notify candidate to look for email from Truescreen and suggest to check junk email if not initially in inbox.

b. Enter candidate information and requested salary information (received from the Hiring Manager) into CUBS Hiring Phase II and create Hire Request to route through appropriate administrative and Human Resources / Office of Access & Equity channels. Insert link to documentation.

6. Make job offer:

a. Notification from HR Recruitment will be provided when the Request to Hire Form is approved via a system-generated email. Truescreen will inform HR Manager/Liaison when the Background Check is complete. The HR Manager/Liaison can go to Truescreen to view the results. Once these are complete, notify the Hiring Manager of final approval.

b. Contact selected candidate to make a verbal offer and then follow up with an offer letter. Insert link to a sample. Once the offer letter is signed and returned, contact selected candidate to set up an appointment to complete new hire paperwork. The paperwork must be completed on or before the selected candidate's first day of work. Insert links to documentation.

c. Choose selected candidate from Manage Hires through CUBS (CUBS/Workforce Administration/Personal Information/Manage Hires). If selected candidate is not found in Manage Hires, choose add a person in CUBS (CUBS/Workforce Administration/Personal Information/Add a Person) and notify HR Recruitment that the position has been filled. Insert links to documentation.
RELEVANT POLICIES:

Categories of Positions

http://workgroups.clemson.edu/FIN5337_HR_POLY_PROC_MANUAL/view_document.php?id=140

RELATED DOCUMENTS:

Position Description Form
http://media.clemson.edu/humanres/position_desc_form.doc

Background Check Request Form
http://workgroups.clemson.edu/FIN5337_CLASS_COMP_RECRUIT/background/

GLOSSARY:

**Applicant Pool:** The sum total of all individuals who have applied for a position either by submitting a resume or application for employment which the employer uses to select candidates for employment.

**Application Screening:** Usually the first step taken during the interviewing process, involving reviewing prospective candidate applications/resumes, verifying information supplied by the candidate, conducting interviews and examining test results.

**Background Consent:** Background Investigations are the principal means by which employers actively check into the backgrounds of potential hires. It involves both verifying information provided by applicants and ascertaining pertinent information not provided by applicants themselves. A background investigation generally involves screening out persons who are not qualified due to criminal convictions, poor driving records, poor credit history, or misrepresentations on résumés or application forms about education or prior work history.

**CUBS:** Clemson University Business Systems (PeopleSoft)

**CUBS Hiring Phase II:** Hiring Phase II (HPII) (CU Reports/Processes→Recruit/Hire) was a joint effort between the Office of Human Resources and Clemson Computing and Information Technology (CCIT) area. The
goal of HPII was to automate the approval process for recruiting a position as well as the hiring of a candidate. HPII also includes the automation of the Waiver process.

**E-Verify:** E-Verify is an internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) for the electronic verification of employment eligibility for new hire employees. Effective January 2009, E-Verify became mandatory in the state of South Carolina. All new hire employees must be entered into E-Verify no later than 3 business days after the employee’s start date. Hire documents (i.e. 1-9 Form, identification, etc.) must be received by HR within 48 hours (2 days) of the employee’s start date to give HR ample time to enter the employee.

**Interview:** Used during the selection process, an interview is a face-to-face meeting with an individual or group, which involves asking questions to elicit information from the applicant to determine whether or not an applicant is suitable for a position of employment. Insert link to sample interview questions.

**Under-Representation:** Under-representation is based on a comparison between the Clemson’s workforce (by Job Group) and the available labor force. When the percentage of women or minorities (Black males, Black females and White females in the state of SC) are employed in a particular job group at a percentage less than what would reasonably be expected based on a qualified labor pool (Availability), Clemson must project goals to address the shortfall. (The SC Human Affairs Commission (SCHAC) has established as a general guideline that under-representation exists when representation in a race/sex group is less than 90 percent of availability estimates). Clemson projects goals to eliminate under-representation. Goals should not be confused with quotas. They are not rigid and inflexible quotas, but targets that are reasonably attainable through good faith efforts. The goals are temporary and should only be used when under-representation exists. They create neither a floor nor a ceiling for the hiring of employees.

**Waiver of posting:** This process should *only* be used when a position, because of an emergency or urgent need, must be filled immediately and the department wishes to waive the posting, advertising and/or recruitment requirements and offer the position to a specific individual. Insert link to documentation.

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