CREATE/UPDATE AND FILL A PERMANENT UNCLASSIFIED POSITION

AUDIENCE:

- Human Resource Managers/Liaisons
- Department Managers/Supervisors

OVERVIEW:

This process applies to all Recruitment of new and vacant permanent unclassified positions.

PROCESS:

1. The hiring department completes/updates the position description (PD), organizational chart, external advertisements and a Pre-Hire Form and forwards through administrative channels (Department Chair/Department Head, Dean/Director, Provost/Division Leader) for signatures and then to the Office of Human Resources for approval.

2. The hiring department’s Classification & Compensation Specialist will review the position and if approved forward to the Office of Access and Equity. If approved, they will respond with an email requesting that the hiring department create a job opening in PeopleSoft.

3. The Office of Access and Equity provides information on underrepresentation, advertising options, advertisement approval, and search guidelines to the hiring department.

4. The College/Division Human Resources Manager receives Pre-Hire approval from Classification & Compensation and submits job opening within 24 hours.

5. The Office of Human Resources posts the job to the Clemson job board. Once the position is posted on the Clemson site, the hiring department can
post the position to appropriate publications and sites. Hiring departments are encouraged to request the Office of Human Resources post the positions to these venues. It saves time and money, and it allows Clemson to provide analytics on the return on investment of postings. The position must be posted on the Human Resources site for a minimum of five business days.

6. Hiring department/committee receives vitae/resumes from applications, determines which applicants meet minimum requirements and emails Applicant Information Request form to each applicant (if unable to email, mails a hardcopy). Department/Committee receives the Applicant Information Request form from the applicant and determines if pool is adequate to close posting based upon quality of the applicant pool, number of applicants, diversity, etc.

7. Hiring department/committee completes the Applicant Information Tracking Sheet and summary information and forwards to the Office of Access and Equity for approval. Once approved, the Office of Access and Equity notifies the hiring department and sends an approved copy electronically to the Office of Human Resources. Data is entered into the online system.

8. Hiring department/committee screens applicant pool and selects the candidates for interview. Written justification is submitted to the Office of Access and Equity for each applicant in an under-represented group who is not selected for an interview.

9. Hiring department/committee interviews no fewer than three qualified applicants. The hiring department/committee then selects a person to fill the position.

10. Hiring department submits written justification to the Office of Access and Equity for each interviewee in an under-represented group who is not hired.

11. Hiring departments are required to perform reference checks before an employment offer is made. When providing information to Truescreen for background investigation, the candidate authorizes the University to request information pertinent to the candidate’s work or employment history and education. If the applicant is currently a Clemson University employee, the current supervisor must be contacted for a reference check before an offer is made.
12. Hiring department submits the **Hire Form** through administrative channels (Dean/Director, Provost/Division Leader) for approval; approved form is forwarded to the Office of Access and Equity via email with a copy to Classification and Compensation Specialist.

13. Hiring department submits an online **Background Check Request** for top candidate to the HR Manager. If all other approvals are obtained (salary, the Office of Access and Equity, etc.) a contingent offer of employment may be extended pending favorable background investigation results.

14. Background investigation is completed in Truescreen by the HR Manager. HR Manager informs hiring department of background check results.

15. When all steps are completed, the hiring department may extend a formal offer (offer letter) of employment.

16. Once the offer is made and accepted, Form I-9 and other required documents must be completed by physically examining evidence of identity and employment authorization within 3 business days of the employee’s first day of employment.

17. E-Verify must also be completed within 3 business days of the employee’s first day of employment based on the information provided on Form I-9. All I-9 forms should be sent to the Office of Human Resources no later than the 2nd business day after the hire date.

**RELEVANT POLICIES:**
- Hiring Authorization
- Hiring Authorizations for Academic Areas

**RELATED DOCUMENTS:**
- Position Description
- Unclassified Search Process Flow Chart
- Applicant Information Request Form
- Applicant Information Tracking Sheet - Excel
- Background Check Request Form
- I - 9 Form
- Hire Form
- Pre-Hire Form
- Faculty Manual
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.

**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. I-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.

**Organizational chart:** A diagram that shows the structure of an organization and the relationships and relative ranks of its parts and positions/jobs.

**Position Description (PD):** A structured document assigning work to a given position as it is expected to be performed after customary orientation and training. It will tell the reader what the worker is responsible for doing,
how it is done, and how it relates to other positions within and outside the work unit.

**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 South Carolina 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.

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