CREATE/UPDATE, POST, AND FILL A CLASSIFIED POSITION

AUDIENCE:

- Human Resource Managers/Liaisons
- Department Managers/Supervisors

OVERVIEW:

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

PROCESS:

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

2. If approved, the Office of Human Resources reviews the position description for proper classification.

3. The hiring department is notified of the classification decision by email.

4. The hiring department is sent an email to create a job opening for the position. Hiring department submits the job opening within 24 hours of receipt of approval and if posting an external advertisement, an electronic copy of the advertisement is sent to the Office of Human Resources and the Office of Access & Equity. Advertising in newspapers, professional trade magazines, journals, national or local publications, and relevant web sites may be considered to reach the most diverse pool of applicants. Publicized information should be concurrent and consistent with the online recruitment system posting. Hiring departments are encouraged to allow the Office of Human Resources to disburse the jobs to the requested advertising mediums.

5. The position will be posted for a minimum of five working days.
6. Prior to the posting closing date, the Office of Human Resources will complete the job opening screening and the Office of Access & Equity will inform the hiring department if the pool of qualified applicants is adequate or if the job posting will need to continue.

7. The hiring department will schedule interviews with no fewer than three qualified applicants. Interviews should be scheduled and entered in the manage interviews section of the online recruitment system. Phone interviews cannot occur without prior approval from the Office of Access & Equity.

8. The hiring department conducts the interviews. The top candidate is determined and an online Background Check Request is submitted to the HR Manager for a pre-employment investigation using Truescreen to be conducted on the candidate prior to hire.

9. Hiring departments are required to perform reference checks before an employment offer is made. When providing information to Truescreen for the 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.

10. Hiring department submits the Hire Form through their Budget Center to the Office of Access & Equity for approval with a copy to their Classification and Compensation Specialist.

11. Hiring departments receives approval from HR Manager on background check and then approval from the Office of Access & Equity and Classification and Compensation.

12. When above steps have been satisfied, the offer to the candidate may be made by the hiring department. It should be made verbally and in written (offer letter) form.

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

14. 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 2\textsuperscript{nd} business day after the hire date.

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

**RELATED DOCUMENTS:**
- Position Description
- Background Check Request Form
- I-9 Form
- Pre-Hire Form
- Hire Form

**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.

**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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