

# Staff Hiring Process

Once the hiring department/division has assessed and determined the need to fill a position, the hiring process can begin. More information about the hiring process can be found in the [Supervisor Hiring Checklist](#) and the [Job Aids for Hiring Managers](#). Your [talent acquisition partner](#) can provide additional assistance.

The hiring process consists of the following steps:




## REQUEST


The hiring manager submits an online Tiger Talent (TT) request to begin the process. This [quick reference guide](#) provides step-by-step instructions. You will need:

- [Tiger Talent](#)
- [Position Description \(PD\)](#)
- [Search Committee Guide](#)


## INITIAL APPROVALS AND ACTIONS

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- Two levels of supervisor approval are required (this is an automated process after the Tiger Talent request is submitted).
    - Level 1: Intended Supervisor
    - Level 2: Intended Supervisor's Supervisor
  - For FTE requests, the Office of Human Resources must provide confirmation that an FTE is available and has been assigned to the position.
  - OHR reviews and approves the position.
  - OHR creates a requisition and a job posting and submits for final approval before submitting online.
  - Hiring manager and committee review the Search Committee Guide.


## POST/ADVERTISE POSITION

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- OHR posts and advertises the position.
  - For executive-level (salary of \$150k or more) and hard-to-fill positions, hiring departments/divisions should work with their assigned [Talent Acquisition Partner](#) to establish a recruitment plan
  - For all other positions, hiring departments/divisions should inform their TA partner of any additional external advertising requests not included in the original Tiger Talent request.

## APPLICANT REVIEW

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- The hiring manager will receive a hiring report from HR the day after the advertised closing date.
  - If the hiring manager is not satisfied with the current candidate pool, they may request to extend the posting.
  - The hiring manager/committee reviews applicant materials via the resume links provided in the hiring report email.
  - Applicants not selected to move forward in the hiring process should be [dispositioned](#) by the hiring manager or administrative designee.

## INTERVIEWS

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- The hiring manager or designee records all interviews in [PeopleSoft](#).
  - The hiring manager/committee selects the top 4-8 candidates and conducts initial phone or video screenings.
    - The Spark Hire one-way video interview tool is available in lieu of phone screening. Email [hrjob@clemson.edu](mailto:hrjob@clemson.edu) with the [required information](#).
  - [TalentCentral Skills Assessments](#) are also available, by request to your talent acquisition partner.
  - After initial screening, the hiring manager/committee selects the top 3-4 candidates for in-person interviews.
  - Hiring manager emails their Talent Acquisition Partner with selected candidates for on-campus interview; Talent Acquisition Partner initiates SkillSurvey reference checks.
  - Hiring Manager or designee disposes candidates not selected to move forward.

## OFFER

### Prepare the Offer

- Hiring manager initiates a conversation with the final candidate to discuss the potential start date, salary (within the approved market range), pending background check and further approvals
- After receiving verbal acceptance from the candidate, the hiring manager contacts other interviewed candidates to provide a status update (preferably via phone call or personal email). Best practices for informing candidates of hiring decisions can be found [here](#).
- The hiring manager emails HR the candidate's name, start date and salary.
- The hiring manager submits a [background check request](#).
- OHR prepares the offer in PeopleSoft and begins the approval process.

### Required Offer Approvals

- Hiring Manager
- Budget Approver
- Supervisor Level 1
- Supervisor Level 2
- Compensation Unit
- Talent Acquisition Unit (background check)

### Make Offer

OHR will send the offer to the candidate via PeopleSoft.

### IF THE CANDIDATE ACCEPTS THE OFFER

- The hiring department/division works with OHR to ensure the completion of all required documentation, including the employment hire form.
- OHR will review all documentation and provide information to the HR Data Center for entry into PeopleSoft.
- The Data Center will initiate E-Verify.
- The HR onboarding team will send login credential information to the candidate no earlier than 13 days before hire to begin pre-hire paperwork.

### IF THE CANDIDATE DENIES THE OFFER

The hiring manager should notify OHR and request to:

- Extend an offer to the next top candidate OR
- Re-post the position for additional applicants

PeopleSoft must be updated with the offer decline.

## HIRE

OHR will complete the hire once all required documents have been received from the candidate and the hiring department. From there, the [onboarding process](#) may begin.