

POLICY STATEMENT

Clemson University is committed to hiring in a manner that is fair, complies with state and federal laws and regulations and recruits a diverse and talented community of scholars and staff based on ability to perform the responsibilities of the position. In order to protect the safety and well-being of Clemson's students, employees and visitors, all individuals are required to satisfy pre-employment background checks prior to beginning work/service at the University.

In support of the Hiring Policy, the University maintains the following position-based hiring guidelines:

- [Guidelines for Hiring Staff](#)
- [Guidelines for Hiring Faculty and Special Faculty](#)
- [Guidelines for Hiring Executive Leadership Team](#)

All individuals engaged in hiring for Clemson University are required to adhere to this policy, the appropriate hiring guidelines and, when applicable, the *Faculty Manual*.

This policy applies to the hiring of all Clemson University employees. This policy does not apply to student workers, contingent workers, volunteers or individuals working for Clemson University through independent contractors, vendors or staffing agencies.

REASON FOR POLICY

The Hiring Policy helps Clemson University achieve the following:

- A fair and consistent hiring process
- Equal opportunity employment
- A safe environment for all members of the University community
- Compliance with state and federal hiring/employment laws and regulations
- Clear articulation of the University's expectations regarding hiring
- Attraction and retention of top talent
- A diverse community of scholars and staff
- Effective recruitment and screening of qualified candidates to ensure the best fit for Clemson University
- Mitigation of risk

ENTITIES AFFECTED BY THIS POLICY

- All colleges/divisions of the University

WEB ADDRESS FOR THIS POLICY

https://media.clemson.edu/humanres/policies_procedures/hiring/Hiring_Policy.pdf

CONTACTS

Subject Matter	Office	Telephone	E-mail/Web Address
Policy Clarification and Interpretation	OHR	(864) 656-2000	http://www.clemson.edu/employment/contact_hr/

PROCEDURES

This policy establishes the following mandated procedures for hiring at Clemson University¹:

1. Hires must comply with all state and federal laws and regulations as well as University policies and guidelines.
2. Throughout the hiring process, hiring managers must obtain approvals as outlined in the applicable hiring guidelines.
3. Under current state law (S.C. Code of Laws 8-11-120), all job openings must be advertised for a minimum of five business days.
4. All individuals seeking a position at Clemson University are required to apply.
5. All posted positions require interviews prior to an offer being extended.
6. Hiring managers are required to check a minimum of three references for a candidate prior to extending a job offer.
7. All hires are contingent upon the new employee satisfying the University's requirements for pre-employment background checks.
8. All hires are contingent upon the employee being eligible to work in the United States.
9. Current state regulations and University Policy may limit certain persons' consideration for a position (i.e., immediate family members of individuals who supervise or manage the position). See Clemson's Ethics Policy for more information.
10. Final candidate selection must be based on the objective review and evaluation of the actual duties and responsibilities of the job and the interviewers' best assessment of the candidate's ability to perform each of the duties and responsibilities.
11. All offers of employment require a written offer letter.
12. Clemson University verifies the credentials of all faculty appointments.
13. Hiring managers must address special considerations when hiring minors, individuals retired from Clemson University or another South Carolina state agency, or individuals who separated from Clemson University or another state agency by means of a Voluntary Incentive Program. See the applicable hiring guidelines for further information.
14. New employees participate in a University onboarding program to ensure compliance with this policy and facilitate a smooth transition to the University community.

Any deviation from the above procedures must be approved as outlined in the applicable hiring guidelines.

¹ For details on the hiring process, the following position-based hiring guidelines are available: *Guidelines for Hiring Staff, Guidelines for Hiring Faculty and Special Faculty, and Guidelines for Hiring Executive Leadership Team.*

DEFINITIONS

Click [HERE](#) to access the OHR Glossary of Terms.

RELATED RESOURCES

University Policies and Documents

Background Check Policy

Background Check Procedure
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Compensation Policy

Ethics Policy

Faculty Manual

Guidelines for Hiring Staff

Guidelines for Hiring Faculty and Special Faculty

Guidelines for Hiring Executive Leadership Team

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