Hiring Checklist: Staff & Faculty

STAFF

Recruitment Phase (post-advertisement):

- ☐ Review application materials submitted via PeopleSoft
- ☐ Search committee determines top candidates for first round of interviews:
  - o We suggest narrowing it down to 5-8 candidates for your first round of interviews. You may utilize the SparkHire one-way video interview tool for this process. HERE are instructions for utilizing SparkHire.
  - o Create questions to be asked during interview.
  - o Invite candidates to participate in first round interview (unless utilizing SparkHire).
  - o Place a hold on calendars of search committee members for interview dates/times (unless utilizing SparkHire).
  - o Disposition applicants not moving forward to interview.
  - o Conduct interview.
- ☐ Search committee to determine finalists.
  - o Release candidates (via phone or email) who participated in first round interview but were not selected as finalists. Sample release email HERE.
  - o Disposition candidates not moving forward to final interview.
  - o Determine format of final interview (Who will they be meeting with? How long should each meeting be?)
  - o Map out day of itinerary
  - o Invite candidates to participate in final interview.
  - o Place a hold on calendars of search committee members and stakeholders who will be meeting with finalists. Be sure to include a copy of the finalists' resumes.
  - o Create questions to be asked during interview
  - o Contact your Talent Acquisition Partner to:
    - ▪ submit SkillSurvey reference checks for your finalists prior to the interview.
    - ▪ if any skills tests are needed.

- ▪ to receive your Picture Yourself Here branding materials for your finalists.
  - o Conduct final interviews.
- ☐ Search committee to prepare recommendation for hire.
- ☐ Select candidate for offer.

  A. If the candidate is a current employee of Clemson University, you are able to review the candidate's previous two performance reviews prior to making an offer

  B. Is the candidate a retiree from Clemson University or another S.C. State agency?

  C. Is the candidate under 18 years of age? If so, is the candidate under 16 years of age?

  D. Is the candidate an immediate family member of the supervisor of the position?

  - o If you answer yes to B, C, or D above, contact your HR Service Team to evaluate if you can proceed with the hire based on policy and/or legal guidelines.
- ☐ Offer candidate within advertised range.
- ☐ Release other finalists (via email or phone) prior to the position being filled.
- ☐ Ensure entire applicant pool is dispositioned (except for final candidate).

Hiring Phase (post-interview):

- ☐ Select candidate for hire.
- ☐ Contact your HR Service Team with information for the hire (selected candidate, pay, start date, etc.). HR Service Team will prepare the official offer in PeopleSoft.
- ☐ Submit background check request HERE if candidate is not a current Clemson University employee.
- ☐ Once a job offer is accepted, you can begin the Supervisor's Onboarding Checklist found HERE.

FACULTY

Recruitment Phase:

- ☐ Once your position posts to Interfolio, your Talent Partner will contact you via email with a link to the posting as well as helpful resources.
- ☐ Share with your Talent Partner any external advising sites you would like to have the position posted to.
- ☐ Review application materials submitted via Interfolio
    - o The search chair is required to ensure dispositioning of all applicants. This is done via the "Status" and "Disposition Code" columns. HERE is the Faculty Disposition Guide that includes a step-by-step tutorial.
- ☐ Search committee determines top candidates for first round of interviews:
    - o Determine medium for first round interview (Zoom, Phone, Airport, etc.)
    - o Determine questions to be asked during interview.
    - o Determine Clemson participants during interview (if other than search committee).
    - o Invite candidates to participate in first round interview.
        - ▪ Note: Some Colleges/Departments require approval of the candidates in this interview round. Please follow your area's internal processes before reaching out to candidates.
    - o Place a hold on calendars of search committee members for interview dates/times.
    - o Conduct interview. (HERE is an interview evaluation template you may use)
- ☐ Search committee to determine finalists.
    - o Release candidates (via phone or email) who participated in first round interview but were not selected as finalists. Sample release email HERE. Ensure dispositioning occurs.
    - o Determine format of final interview (Who will they be meeting with? How long should each meeting be? How will they get from location to location?).
    - o Map out day of itinerary.
    - o Invite candidates to participate in final interview.
        - ▪ Note: Some Colleges/Departments require approval of the candidates in this interview round. Please follow your area's internal processes before reaching out to candidates.

- Place a hold on calendars of search committee members and stakeholders who will be meeting with finalists. Be sure to include a copy of the finalists' CVs and other relevant application materials.
- Determine questions to be asked during interview (if search committee will be interviewing candidate).
- Contact your [Talent Acquisition Partner](#) to receive your Picture Yourself Here branding materials for your finalists.
- Conduct final interviews.
- Ensure references have been checked.
- Search committee to prepare recommendation for hire and share with hiring manager.

Hiring Phase (post-interview):

Note: This step is typically completed by the hiring manager.

- Select candidate for offer.

  A. If the candidate is a current employee of Clemson University, you are able to review the candidate's previous two performance reviews prior to making an offer

  B. Is the candidate a retiree from Clemson University or another S.C. State agency?

  C. Is the candidate under 18 years of age? If so, is the candidate under 16 years of age?

  D. Is the candidate an immediate family member of the supervisor of the position?

  - If you answer **yes** to B, C, or D above, contact your [HR Service Team](#) to evaluate if you can proceed with the hire based on policy and/or legal guidelines.

- Some Colleges/Departments require approval of the selected hire. Please follow your area's internal processes before moving forward with a verbal offer.

- Verbally offer the candidate a salary within market range and discuss any additional offerings (relocation, start-up, etc.). If you are unsure of the market range for the role, please reach to your [HR Generalist](#) for guidance.

- After the offer is verbally accepted, submit a background check request [HERE](#) if the selected candidate is not a current Clemson University employee.

- Contact your [HR Service Team](#) with information for the hire (selected candidate, pay, start date, etc.) to start the official offer letter process.

- ☐ Once the official offer letter is accepted in Tiger Talent, you can begin the Supervisor's Onboarding Checklist found [HERE](#).
- ☐ Release other finalists (via email or phone) after the official offer is accepted.