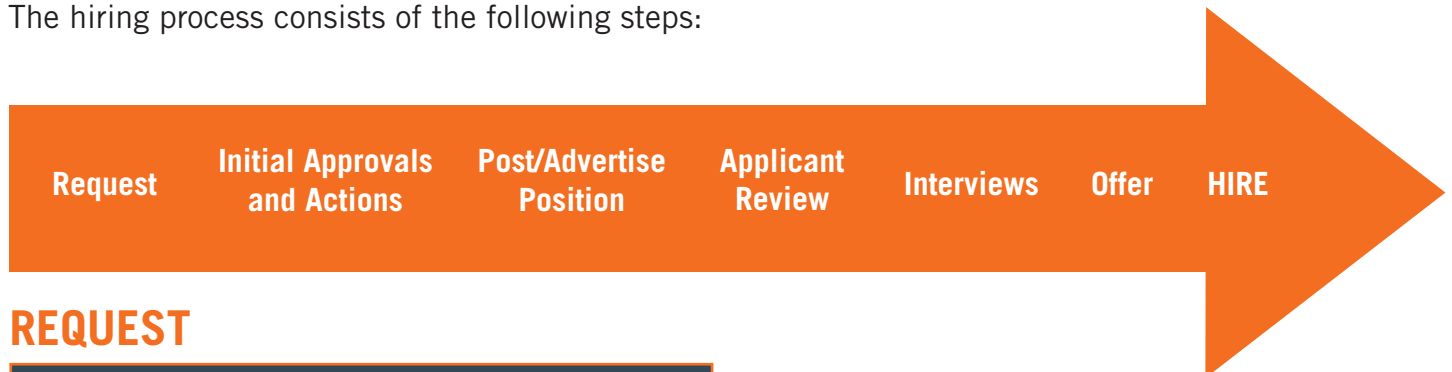


# Process for Hiring Faculty



Once the hiring department/division has assessed and determined the need to fill a position, the hiring process can begin. For more information and details on the hiring process, please refer to the [Supervisor Hiring Checklist](#) and [Job Aids for Hiring Managers](#). Contact [your recruiter](#) for additional assistance.

The hiring process consists of the following steps:



## REQUEST

Hiring manager submits an online Tiger Talent (TT) request to begin the process. (Access [quick reference](#) for step-by-step instructions.)

What you'll need:

- [Tiger Talent](#)
- Advertisement
- [Search Committee Guide](#)
- [Faculty Manual](#)
- Diversity Plan
- Commitment Information

## INITIAL APPROVALS AND ACTIONS

- Submit commitment to be approved by hiring manager, budget officer, dean and provost (automated process after TT request is submitted)
- For FTE requests, Human Resources provides approval that an FTE is available and has been assigned to position
- HR reviews and approves position
- HR creates requisition then creates job posting and submits final approval before submitting online
- Hiring manager/committee reviews [Search Committee Guide](#)

## POST/ADVERTISE POSITION

- HR posts and advertises position
- For executive-level (salary of 80K or more) and hard-to-fill positions, hiring departments/divisions should work with their [assigned recruiter](#) to establish a recruitment plan
- For all other positions, hiring departments/divisions should inform their assigned recruiter of any additional external advertising requests not included in the original Tiger Talent request



## APPLICANT REVIEW

- The search committee has access to evaluate candidates as applications come in via [Interfolio](#)
- If the hiring manager is not satisfied with the current candidate pool, they can request to extend the full consideration date for applications
- The hiring committee will evaluate and assign a status to each applicant
- The dean approves the applicant pool in accordance with the diversity plan
- Update status of those who do not meet minimum requirements



## INTERVIEWS

- The hiring manager/committee selects the top 4-8 candidates and conducts initial phone or video screening
  - The [Spark Hire](#) one-way video interview tool is available in lieu of phone screening; email [hrjob@clemsun.edu](mailto:hrjob@clemsun.edu) with [required information](#)
- The hiring manager or designee updates applicant status to “Interview” in [Interfolio](#)
- After initial screening, hiring manager/committee selects top 3-4 candidates for on-campus interviews
- Dean approval is required of candidates selected for on-campus interview
- Hiring manager conducts reference checks through phone calls or confidential letters of reference
- Committee provides recommendation for hire to the dean
- Dean makes final hiring decision

# OFFER

## Prepare Offer

- Hiring manager initiates conversation with final candidate to discuss potential start date and salary (within the approved market range), startup, tenure status, moving expenses, etc., 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](#))
- Department ensures applicant statuses are updated in [Interfolio](#) to reflect “Does not meet requirements,” “Interview,” or “Offer pending.”
- Hiring manager contacts their [HR generalist](#) and provides the CV of the selected candidate, completed/signed tenure documents and offer letter
- Hiring manager submits [background check request](#)
- Hiring manager or designee returns to original [TigerTalent](#) transaction to start the offer process

## Required Offer Approvals

- Amend Commitment
- Amendment Approval
- Upload Offer Letter
- Dean Offer Approval
- Provost Offer Approval

## Make Offer

HR sends offer to candidate via TigerTalent

## CANDIDATE ACCEPTS OFFER

- The hiring department/division works with HR to ensure the completion of all required documentation, including the employment hire form
- HR reviews all documentation and provides information to HR Data Center for entry into PeopleSoft; HR Data Center initiates E-Verify
- HR onboarding team sends login credential information to candidate to begin pre-hire paperwork

## CANDIDATE DENIES OFFER

Hiring manager notifies HR and requests to:

- extend an offer to the next top candidate or
- re-post the position for additional applicants

Interfolio must be updated with offer decline status

## HIRE

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