

# Faculty 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:

1. Request
2. Initial Approvals and Actions
3. Post/Advertise Position
4. Applicant Review
5. Interviews
6. Offer
7. **HIRE**

## 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](#)
- Advertisement
- [Search Committee Guide](#)
- [Faculty Manual](#)
- Commitment Information

## INITIAL APPROVALS AND ACTIONS

- Submit commitment to be approved by the hiring manager, budget officer, dean and provost. This is an automated process, after the TT request is submitted.
- 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

- 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

- 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 may request to extend the full consideration date for applications.
- The hiring committee will evaluate and assign a status to each applicant.

**Applicants not selected to move forward in the hiring process should be [dispositioned](#) by the hiring manager or administrative designee.**

## INTERVIEWS

- 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@clemsont.edu](mailto:hrjob@clemsont.edu) with the [required information](#).
- The hiring manager or designee updates applicant status to “Interview” in [Interfolio](#).
- After initial screening, the hiring manager/committee selects the top 3-4 candidates for on-campus interviews.
- Dean approval is required of candidates selected for on-campus interviews.
- Hiring manager conducts reference checks through phone calls or confidential letters of reference.
- The search committee provides a recommendation for hire to the dean.
- Dean makes the final hiring decision.

## 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), startup, tenure status, moving expenses, etc., pending the 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](#)).
- The department ensure applicant statuses are updated in [Interfolio](#) to reflect “Does not meet requirements,” “Interview,” or “Offer pending.”
- The hiring manager contacts their [HR Service Manager](#) and provides the CV of the selected candidate, completed/signed tenure documents and offer letter.
- The hiring manager submits a [background check request](#).
- The hiring manager or designee returns to original [TigerTalent](#) transaction to start the offer process.

### Required Offer Approvals

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

### Make Offer

- OHR will send the offer to the candidate via Tiger Talent.

## 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

Interfolio must be updated with the “Offer Decline” status.

If the next top candidate accepts the offer, follow the steps outlined in the “If the Candidate Accepts the Offer” section.

## 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.