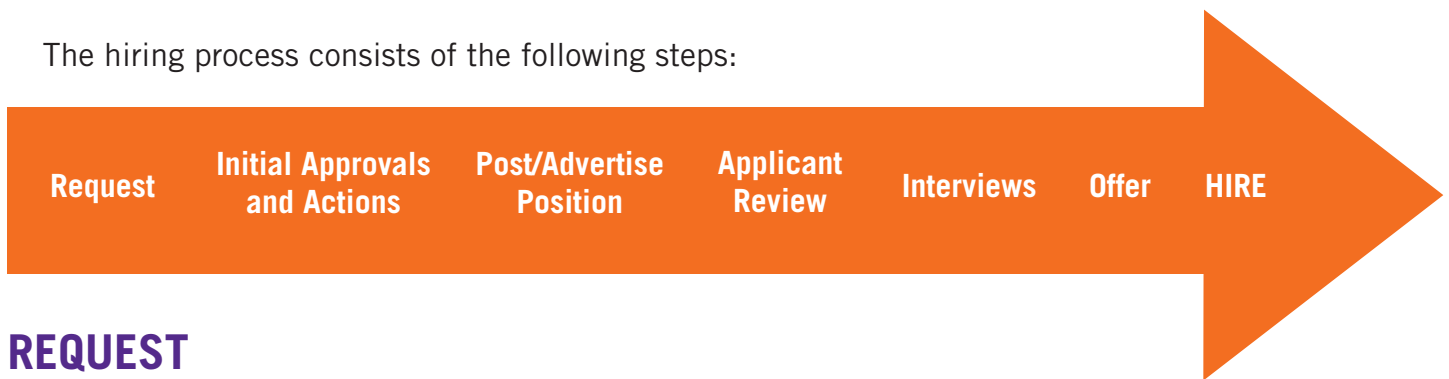


Process for Hiring Staff

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 Talent Partner](#) for additional assistance.

The hiring process consists of the following steps:

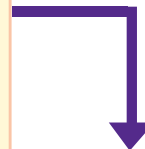


REQUEST

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

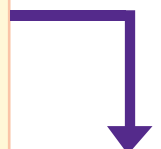
What you'll need:

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



INITIAL APPROVALS AND ACTIONS

- Two levels of supervisor approval are required (this is an automated electronic process after TT request is submitted)
 - Level 1: Intended supervisor
 - Level 2: Intended supervisor's supervisor
- 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 and hard-to-fill positions, hiring departments/divisions should work with their assigned [Talent Partner](#) to establish a recruitment plan
- For all other positions, hiring departments/divisions should inform their assigned Talent Partner of any additional external advertising requests not included in the original Tiger Talent request



APPLICANT REVIEW

- 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 can request to extend the posting
- The hiring manager/committee reviews applicant materials via the resume links provided in hiring report email
- Applicants not selected to move forward in the hiring process should be [dispositioned](#) by the hiring manager or administrative designee



INTERVIEWS

- Hiring manager or designee records all interviews in [PeopleSoft](#)
- Hiring manager/committee selects 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 with [required information](#)
- [TalentCentral Skills Assessments](#) are also available (email your talent partner to request)
- After initial screening, hiring manager/committee selects top 3-4 candidates for in-person interviews
- Hiring manager emails their [Talent Partner](#) with selected candidates for on-campus interviews; [Talent Partner](#) initiates SkillsSurvey reference checks
- Hiring Manager or designee disposes candidates not selected to move forward

OFFER

Prepare Offer

- Hiring manager initiates conversation with final candidate to discuss potential start date and salary (within the approved market range), pending background check and further approvals
- After receiving verbal acceptance from candidate, hiring manager updates all interviewed candidates as to their status via phone call or personal email ([best practices](#))
- Hiring manager emails HR the candidate's name, start date and salary
- Hiring manager submits [background check request](#)
- HR prepares offer in PeopleSoft and begins approvals process

Required Offer Approvals

- Hiring manager
- Budget approver
- Supervisor level 1
- Supervisor level 2
- Compensation unit
- Talent Acquisition Unit (background check)

Make Offer

HR sends offer to candidate via PeopleSoft

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 enters 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

PeopleSoft must be updated with offer decline

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.