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 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
- Position Description (PD)
- Search Committee Guide

**INITIAL APPROVALS AND ACTIONS**

- Two levels of electronic approval above the hiring manager are required (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 hiring manager will receive a preliminary hiring report from HR one day prior to the scheduled closing of the online position
- If the hiring manager is not satisfied with the current candidate pool, they can request to extend the posting
- The hiring manager will receive a final closing report from HR on the day after the scheduled closing
- The hiring manager/committee reviews applicant materials via the resume links provided in hiring report email

INTERVIEWS

- Hiring manager or designee schedules 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@clemson.edu with required information
  - Interview Mocha testing is also available (email your recruiter to request)
- After initial screening, hiring manager/committee selects top 3-4 candidates for on-campus interviews
- Hiring manager emails their HR service rep with selected candidates for on-campus interviews; HR service rep initiates SkillSurvey reference checks
- Hiring manager or designee enters interview evaluations in PeopleSoft
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 (preferably via phone call)
- 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
- Recruitment 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.