



***All hiring supervisors, search chairs, deans, and department heads who are responsible for advertising and hiring are highly encouraged to make an appointment with Mrs. Pauline Harris, Coordinator of Training and Development, before proceeding with your search so that she can go over the hiring process and answer any questions that you may have.***

**For questions regarding a search that has already been advertised, or to find out where you are in the process, please contact the appropriate HR representative for your position:**

***Classified Staff (bi-weekly) Positions***  
**Ms. Dana Ellis**

***Professional Staff and Faculty (monthly) Positions***  
**Mrs. Pauline Harris or Dr. Sandra M. Best**

## RECRUITMENT AND HIRING PROCESS

### **STEP ONE: BUDGET APPROVAL**

To fill a regular full-time position or a temporary position, the department will need to complete an Employment Request Form as well as a Request to Fill Critical Personnel Vacancy Form. These forms must be signed by the person who initiated the request and the Dean/Director of that department. Once the department has filled out those forms, they will forward them on to the Office of Human Resources along with a copy of the advertisement that will be posted. Please forward an electronic copy of that ad to the appropriate HR contact for your position (see above). Click here for a [Employment Request Form](#).

HR will send the forms around for signatures, to include the Budget Director for available budget approval and the Supervisory Vice President. *A position will not be advertised until ALL required signatures have been obtained.*

*What is a Request to Fill Critical Personnel Vacancy?*

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### **STEP TWO: ADVERTISING THE POSITION**

Once the required signatures have been obtained, Human Resources will advertise the position. Our advertising venues are the Employment Opportunities page on HR's website,

SavannahHelpWanted.com, HigherEdJobs.com and Insider HigherEd (for professional staff and faculty positions), the Department of Labor, and the Chronicle of Higher Education (for faculty positions and by approval only).

External bi-weekly positions are advertised for two weeks online. Applications are filled out on [SSU Careers website](#) allowing for electronic view by the hiring supervisors. Testing of clerical applicants must be scheduled and will be conducted by Human Resources.

External monthly and faculty positions are advertised for three weeks online. Cover letters, resumes, and references are sent directly to the department where the search chair and committee will review all applicants. Once the position has closed and all applicants have been reviewed, interviews are conducted.

Internal positions are advertised on the Employment Opportunities page on the HR website only for one week. Current employees of SSU who are interested in applying for the position will contact one of the appropriate HR representatives to express their interest in applying for the position (for bi-weekly positions), or contact the hiring supervisor/chair by submitting requested materials (for monthly and faculty positions). Once the position has closed those employees applications will be reviewed and interviewed.

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### **STEP THREE: CHOOSING A CANDIDATE**

When a candidate has been chosen, the hiring supervisor will forward the recommendation and application to their HR representative so that a background check and/or a credit check can be initiated on that candidate. (Click link below to view Background Check and Credit Check Policies).

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### **STEP FOUR: OFFERING THE POSITION**

***ONLY AFTER THE BACKGROUND CHECK HAS BEEN RETURNED "CLEAR" CAN A POSITION BE OFFERED TO A CANDIDATE.***

**For bi-weekly positions:** Once the candidate has cleared the background check, the Office of Human Resources representative will inform the hiring supervisor. The supervisor will contact the candidate offer the position and schedule an orientation. The hiring supervisor does not make contact with the candidate until the candidate has been offered the position and has accepted.

**For monthly positions:** Once the candidate has cleared the background check, the Office of Human Resources representative will call the search chair and notify them of the results. The search chair will then call the candidate and offer the position. Once the candidate has either accepted the position or declined the offer, the search chair will then send an email to the Human Resources representative informing them that the candidate accepted, the salary amount, and the

start date; or that the candidate has declined. An orientation packet will be sent out prior to the new employee's date of hire with an official confirmation letter, orientation day and time, and benefits information.

**For faculty positions:** Once the candidate has cleared the background check, the Office of Human Resources representative will call the appropriate Search Chair with notification of the results. The search chair will forward their recommendation through the Dean's Office to the Vice President for Academic Affairs. A letter will be forwarded from the VPAA to the President informing the candidate acceptance, the salary amount, and the start date. An offer letter will be sent by the Office of the President to the recommended candidate, with a copy to VPAA, Human Resources and Budget. An orientation packet will be sent out by HR prior to the new employee's date of hire with a confirmation letter, orientation day and time, and benefits information.

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## **STEP FIVE: COMPLETING THE SEARCH**

Once your candidate has been hired, please bring *all* search materials and applications to the Office of Human Resources for storage.

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*This document represents a quick reference guide to our Hiring Process. It is not all inclusive. If you have questions about how to conduct a search, or how to advertise a position, please call Mrs. Pauline Harris at (912) 356-2180 to schedule an appointment.*

## **FORMS**

<a href="#"><u>Employment Request Form</u></a>
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<a href="#"><u>Request to Fill Critical Vacancy Form</u></a>
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<a href="#"><u>Credit Check Policy &amp; Release Form</u></a>
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<a href="#"><u>Recommendation for Staff Employment Form</u></a>
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