



All hiring supervisors, search chairs, deans, and department heads responsible for advertising and hiring are highly encouraged to contact Mrs. Pauline Harris, Administrative Services Coordinator, before proceeding with your search to review 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:

Mrs. Pauline Harris or Dr. Sandra M. Best

RECRUITMENT AND HIRING PROCESS

STEP ONE: BUDGET APPROVAL

To fill a regular full-time position, the department will need to complete an Employment Request Form. This form must be signed by the person who initiated the request and the Dean/Director of that department. Once the department has filled out this form, it is to be forwarded to the appropriate VP, the Budget Office and finally to the Office of Human Resources (OHR) along with a copy of the advertisement that is to be posted.

*A position will not be advertised until **ALL** required signatures have been obtained.*

STEP TWO: ADVERTISING THE POSITION

Once the required signatures have been obtained, Human Resources will advertise the position. Our standard advertising venues are the Employment Opportunities page on HR's website, Monster.com, HigherEdJobs.com and Inside HigherEd (for professional staff and faculty positions), the Department of Labor, and the Chronicle of Higher Education (for faculty positions and by approval only). Postings are also placed on job specific websites/periodicals.

External bi-weekly positions are generally advertised for two weeks online. Applications are filled out on jobs.savannahstate.edu allowing for electronic view by the hiring supervisors. Testing of clerical applicants may be scheduled and will be conducted by Human Resources.

The length of external monthly and faculty positions are advertised for a minimum of two weeks or longer as requested by the hiring department. The search chair and committee will review cover letters, resumes, and references of all applicants. Review of applications begin upon receipt and interviews may be conducted until the position is filled.

Internal positions are advertised on the Employment Opportunities page on the HR website for a minimum of one week. Current, regular employees of SSU who are interested in applying for the position will contact the hiring supervisor/chair by submitting requested materials. Once the position has closed those employees applications will be reviewed for consideration by the hiring officials.

STEP THREE: CHOOSING A CANDIDATE

When a candidate has been selected, as a condition of employment, the hiring supervisor will forward the recommendation form and application to the Office of Human Resources so that a background check and/or a credit check can be initiated.

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, a representative from OHR will inform the hiring supervisor. The supervisor will issue an offer letter with a scheduled orientation date to the candidate, copying OHR.

For monthly positions: Once the candidate has cleared the background check, an OHR representative will call the hiring supervisor (or search chair) and notify them of the results. The hiring supervisor (or search chair) will issue an offer letter, with a scheduled orientation date to the candidate, copying OHR.

For faculty positions: The search chair will forward their recommendation through the Dean's Office to the Provost/Vice President for Academic Affairs (VPAA). An offer letter will be forwarded from Academic Affairs to the candidate. Once the candidate has accepted the conditional offer, the background check is conducted by the Office of Human Resources. Once an all clear has been received, an OHR representative will call the appropriate Search Chair with notification of the results and an orientation is scheduled.

STEP FIVE: COMPLETING THE SEARCH

Once the candidate has been hired, *all* search materials, including applications which were reviewed, are submitted to the Office of Human Resources. The recruitment file will serve as confirmation that all established procedures were followed in the search process.

This document represents a quick reference guide to our Hiring Process. It is not all inclusive. Please review the SUPERVISOR'S TOOL BOX which can be found on the Human Resources website, for further assistance in the hire and interview process. Questions on conducting a search, or advertising a position? Please call Mrs. Pauline Harris at (912) 358-4194 to schedule an appointment.

FORMS

- √**Employment Request Form**
- √**Authorization to Release Information Form (Supplement A)**
- √**Background/Credit Check Policy & Release Form (Supplement C)**
- √**Recommendation for Staff Employment Form, if applicable**