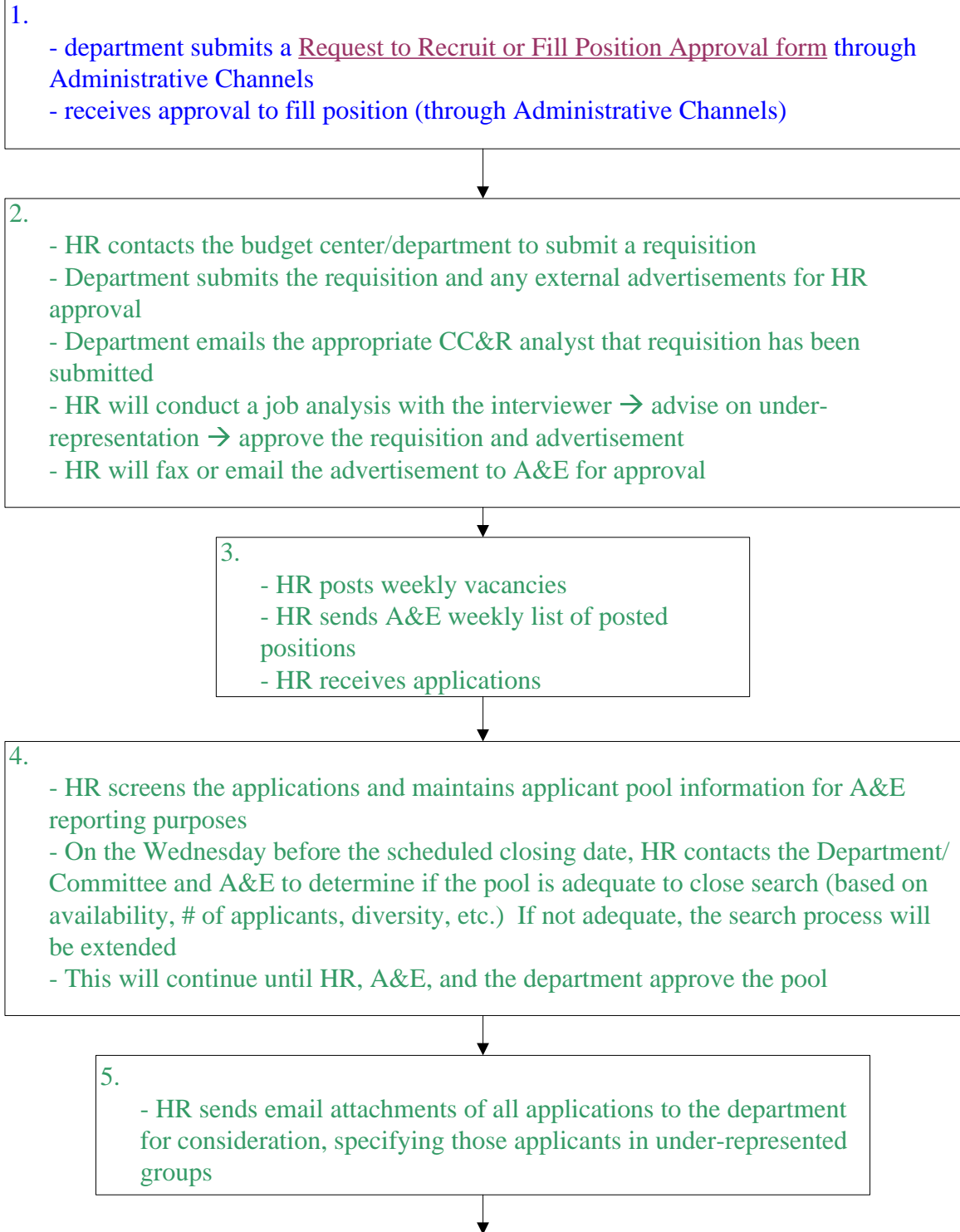


VACANCY



6.
- Department selects applicants to interview and sends names and “applicant or employee” ID# to HR (hrscrn@clermson.edu) for review, with a copy to A&E (aereq@clermson.edu)

7.
- HR screens selected applicants for minimum T&E, and notifies department and A&E of results

8.
- Department must submit written justification to A&E for each applicant in an under-represented group who is not selected for an interview

9.
- Department/Committee schedules interviews (use Record of Interview form for consistency. File in department for 3 years)
- Department obtains a completed background investigation form on all candidates interviewed
- Department/Committee interviews candidates and selects a person to fill the position
- Department/Committee submits Recommendation to Hire form to A&E for approval prior to making the offer of employment
- Department must submit written justification to A&E for each interviewee in an under-represented group who is not hired

10.
- Department faxes or mails completed background investigation form on the top candidate to HR.
- HR performs background checks and other verifications on selected candidate
- Department submits Request to Recruit or Fill Position Approval Form through channels to HR to activate the position and/or approve salary.

11.
- Upon receiving all required approvals (from HR and A&E), department offers the position