UNCLASSIFIED POSITION SEARCH FLOW CHART

VACANCY

1 – Department
- Department submits a Request to Recruit or Fill Position Approval Form through Administrative Channels
- receives approval to fill position (*thru Administrative Channels and **HR***)
- submits **Unclassified Position Vacancy Announcement form** to **A&E** for approval

2 - A&E provides information on under-representation, advertising options, and search guidelines.

3 - Search Committee/hiring individual develops
- job description
- ad and determines where ads are to be placed

4 - Department submits the **Advertising Plan and Search Committee form** along with a copy of the proposed ad to **A&E** for approval prior to posting the advertisement.

5 - Department posts the position in appropriate publications and through **HR.**

6 - Department/Committee
- receives vitas from applicants
- determines which applicants meet minimum requirements
- e-mails **Applicant Information Request form** to each applicant (if unable, mails hardcopy)
- receives the **Applicant Information Request form** from the applicant
- determines if pool is adequate to close posting. (Based upon quality of pool, # of applicants, diversity, etc.)

7 - Department/Committee
- completes HR Applicant Information Tracking Sheet and summary information and forwards to A&E and HR

8 – Department
- screens pool and selects candidates for interview
- submits written justification to **A&E** for each applicant in an under-represented group who is not selected for an interview)

9 - Department/Committee interviews candidates and selects a person to fill the position

10 – Department/Committee
- submits Request to Hire form to **A&E** for approval prior to making the offer of employment
- submits written justification to **A&E** for each interviewee in an under-represented group who is not hired

IF A NEW HIRE

11A – Hiring Department
- emails HRCheck@Clemson.edu with the necessary information to conduct the Criminal Background Check (MUST include the SSN)

12 – HR – Criminal Background Check (CBC) completed

13 – CBC successful

IF A CURRENT EMPLOYEE

11B – Hiring Department emails HRCheck@Clemson.edu with the name and SSN of candidate to be hired.

14 – After all necessary approvals have been obtained, **Hiring Department** extends offer
- signed and approved Request to Hire form required
- successful CBC required (for new hires)

CANDIDATE DECLINES

If CBC is unsuccessful, or selectee rejects offer, select again from existing pool (step 11), or initiate new search (step 4).

CANDIDATE ACCEPTS OFFER

16 – Hiring Department enters changes in CUBS