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
- e - m a i l s Applicant Information Request form and Voluntary Self Identification of Disabilities to each applicant (if unable, mails hardcopy)
- determines which applicants meet the minimum requirements
- receive the Applicant Information Request Form and Voluntary Self Identification of Disabilities Form from each responding applicant
- determines if pool is adequate to close posting (based on quality of the 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

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

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)

15 – Candidate declines

16 – Hiring Department enters changes in CUBS

IF A NEW HIRE

CANDIDATE ACCEPTS OFFER

IF A CURRENT EMPLOYEE

CANDIDATE DECLINES

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