

## Hiring Process

- A vacant position becomes available. The [Notice of Separation](#) is completed by department and sent to HR.
- Review/edit the Position Description in the PageUp system to ensure accuracy.
- The Job Requisition to be completed in PageUp by the hiring department and approved by HR, Budget, Department Head/Dean and VP/Provost. The Budget Office will review and record the available funding.
- The Chief Diversity Officer will contact the Search Committee Chair via email and give the Affirmative Action goal and next steps in the recruitment process relating to Affirmative Action.  
**\*\* If the EEO category for the vacant position is deemed “underutilized” by the SC Human Affairs Commission then an HR Representative will be part of the selection committee.\*\***
- The HR employment team will review the Recruitment Request and coordinate with the Hiring Manager / Search Committee chair to discuss:
  - The advertisement
  - Minimum qualifications and the associated supplemental questions
  - Coordinating the length of posting. (\*Must post for a minimum of 5 days).
  - Coordinating the method of advertising (\*Paid advertisements outside of PageUp, Inside Higher Ed, and HigherEd Jobs must be approved by the Department Head or Provost Office)
  - Moving the applicants through the proper recruitment steps in PageUp
- HR Receives applications and screens for minimum qualifications; all qualified applications are sent to the Chair / Selection Committee.
- The Search Committee Chair will schedule a committee meeting to include the Chief Diversity Officer to discuss the Affirmative Action process, the demographics of the applicant pool and interview guidelines.  
**\*\*Interviews should not be conducted until the Search Committee has met with the Chief Diversity Officer or their representative and all candidates for interview have cleared Diversity Review in PageUp. \*\***
- Chair / Selection Committee meets with the VP/Provost to discuss applicant pool (\*if applicable\*).
- Chair / Selection Committee asks the top candidates to come to campus for interviews. Prior to final arrangements being made, departments must follow Interview Expense Policy. Once expenses are approved by the VP/Provost, copies of the approved interview expense form will be sent to department so final arrangements can be made.
- HR will conduct the background check and the Hiring Manager will oversee reference checks for the selected candidate.
- Hiring Manager will “Prepare the Offer” in PageUp for approvals from VP/Provost, HR and Budget. **The hiring manager shall verify the supervisor for this position at this time, and make any necessary changes to the offer.**
- Once offer is approved in PageUp and background check complete, HR will contact the candidate with an offer letter.