Staff Hiring Process

- Vacant position becomes available. *Notice of Separation* is completed by department and sent to HR.
- **Recruitment Request** is completed and approved by Department Head and/or VP. The will EEO Officer will input the Job Code as well as the Affirmative Action goal (AA Goal field) for the position. The Budget Office will review and record the available funding.
- The HR employment team will review the Recruitment Request and then schedule a meet with the Hiring Manager to coordinate and discuss the hiring process.
  - This meeting will include:
    - Making the necessary updates to the *Position Description*
    - Reviewing the minimum qualifications and assessing the salary to ensure equitability and competitiveness
    - Coordinating the length of posting and method of advertising. (*Must post for a minimum of 10 days*)
    - The EEO Manager will explain the matrix/ranking form as well as the importance of having a diverse pool and selection committee.

  **If the workforce for that position is deemed “underutilized” by the SC Human Affairs Commission then the EEO Officer/HR Representative will be part of the selection committee.**

- HR Receives applications and screens for minimum qualifications; all qualified applications are sent to the hiring manager.
- Hiring Manager completes and emails the matrix/ranking form [matrix/ranking form](#) to the EEO Officer.
- Hiring Manager / Selection Committee interviews candidates.
- If there is a strong candidate, the hiring manager should have the applicant fill out background check authorization included in [Recruitment Packet](#). While they are on campus, that form will be sent to HR to process.
- Hiring Manager will then complete the Interviewing Form (also included in Recruitment Packet) and forward to HR.
- Hiring Manager picks top candidate and enters a [Request to Fill](#) (RTF) through the Lesesne Gateway/Employee tab. Department Head, VP, Finance, and HR review and approve top candidate information in RTF system.
- HR offers job to top candidate after background check and RTF is completed.