GSU Hiring Process

Pre- Requisites:

Identify the needed position.

Check with Budget to see what funds are available.

Identify a Recruitment Plan (what the position will be, why and when the position is needed, the value of the position to the organization).

Create a job description (Reach out to HR if assistance is needed).)

Board Prior Approval

New position- A position that is not in the budget and requires new monies.

Replace/Update – Title change or increase in salary of 10% percent or more

Emergency/Temporary- Interim position for up to 12 months.

Temporary position for up to 12 months until position can be filled or is no longer needed.

Pre-Appointment Form

Used to fill an existing Unclassified/faculty position with the same title/money or the money is less than a 10% increase.

Used to fill all vacant Classified positions.

GSU Hiring Work Flow

PHASE 1

Department initiates BPA/ Pre-appointment form to include Job Description (Word doc to HR) and Org Chart

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BPA/Pre-appointment forms approved (Dept., HR, Budget, Finance, President, ULS - if required) in approx. 5 business days

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HR Post Job on GSU, Indeed, HigherEd Jobs, Glass Door, Simply Hired, ScholarshipDd.net (within 3 Business days of approval); Dept. recommends search committee & obtains signed confidentially statements (all positions are posted for a minimum of 5 days)

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HR sends Hiring Manager applicants meeting minimum qualifications every 2 weeks

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Search Committee (HR approves questions) selects candidates for interview/ notifies HR of best days & times, interviews candidates and submits results to Hiring Manager (approx. 2 weeks)

PHASE 2

Dept. Hiring Manager submits Letter of Recommendation to HR (approx. 3 business days)

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HR submits Letter of Recommendation to Prez for approval; letter returned to HR (allow 3-5 days)

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HR sends Offer (within 3 business days); candidate response to Offer (up to 5 business days)

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Department submits PAF for all approvals (estimated 7 business days)

PHASE 3

Once PAF approved, HR sends candidate New Hire paperwork link (within 3 business days) to include Background Check info

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Candidate returns New Hire Paperwork, HR generates G# (approx. 5 days)

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HR submits approved PAF to Payroll (approx. 3 Business days)

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HR to send New Hire Orientation link to new hires; candidate starts in New Hire Orientation (1st & 3rd Mondays); HR sends Training Links (LEO & GSU)

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HR to generate P# for LEO Training and submit to new hire

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Job posting marked filled/Thank you letters sent