

# 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 3 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

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

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 confidentiality statements

HR sends Guest User Link to Dept. (within 1 Business day) to review applications

All positions are posted for a minimum of 5 days

Search Committee interviews/make recommendation to Hiring Manager who submits Applicant Data Form (approx. 2 weeks)

## PHASE 2

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

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

Offer Letter Sent by HR (within 3 Business Days)

Candidate response to Offer letter (Up to 5 Business Days)

HR submits Background Check information (2 Business Days)

Department submits PAF through DocuSign for all approvals (estimated 7 Business days)

## PHASE 3

Once PAF approved, HR sends Candidate New Hire paperwork link (within 3 Business Days)

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

HR submits approved PAF to Payroll (within 3 Business days)

HR to send New Hire Orientation link to new hires

Candidate starts in New Hire Orientation (1st Monday of each month); HR sends Training Links (LEO & GSU) to New Hires

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

Job posting marked filled/Thank you letters sent