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.

Replacement/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/monies or the money is less than a 10% increase.

Used to fill all vacant Classified positions.

GSU Hiring Process

**PHASE 1**

1. Department initiates EPA/Pre-appointment form to include job description and org chart.
2. Why Pre-appointment form?
3. 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 (all positions are posted for a minimum of 5 days).
4. HR sends Hiring Manager applicants meeting minimum qualifications every 2 weeks.
5. Search Committee (HR approves questions) selects candidates for interview, notifies HR of best days & time, interviews candidates and submits results to Hiring Manager (approx. 2 weeks).

**PHASE 2**

1. Dept. Hiring Manager Candidate Letter of Recommendation to Prez (approx. 3 business days).
2. HR submits letter of recommendation to Prez for approval; returned to HR (allow 3-5 days).
3. HR sends Offer (within 3 business days); candidate response to Offer (up to 5 business days).
4. Department submits PAF for all approvals (estimated 7 business days).
5. Once PAF approved, HR sends candidate new hire paperwork link (within 2 business days) to include Background Check info.

**PHASE 3**

1. Candidate receives New hire paperwork; generates G# (approx. 5 days).
2. HR sends Offer (within 3 business days); candidate response to Offer (up to 5 business days).
3. HR to send New Hire Overview link to new hire; candidate starts in New Hire Orientation (if not already hired) HR sends Training links (EOC & GSU).
4. HR to generate FM for LEO Training and submit to new hire.
5. HR to send New Hire paperwork link to include Background Check info.
6. Candidate returns New Hire Paperwork, HR generates G# (approx. 5 days).
7. Department initiates BPA/Pre-appointment form to include Job Description (Word doc to HR) and org chart.

GSU Hiring Work Flow