

## Hiring Process

July 2018

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- 1 Supervisor/Hiring Manager requests to fill vacancy
- 2 Supervisor/Hiring Manager reviews/revises/signs Position Description
- 3 Associate AD/CFO identifies maximum budgeted salary for position
- 4 Supervisor/Hiring Manager identifies posting length and locations
- 5 HR Partner enters Pre-Hire/Tiger Talent request (<https://tigertalent.clemson.edu>)
- 6 Tiger Talent request approval
  - i. Hiring Manager's Supervisor
  - ii. Second-level Supervisor
  - iii. FTE Assignor
  - iv. HR Class & Comp
- 7 HR Partner creates requisition to recruit
- 8 HR Recruiting approves requisition
- 9 HR Recruiting posts job advertisement at requested locations for desired length of time
  - i. Note: Job must be posted for a minimum of 5 business days
  - ii. Note: Unclassified jobs will remain open until filled
- 10 Job posting closes
- 11 Supervisor/Hiring Manager reviews applicants
  - i. Go to <https://cubshrweb.clemson.edu>
  - ii. Browse for job posting
  - iii. Select job Posting Title
  - iv. Click and review Application and Resume
  - v. Note: best practice to use Interest stars to denote completed review and initial candidate rating
- 12 Supervisor/Hiring Manager schedules interviews
  - i. Go to <https://cubshrweb.clemson.edu>
  - ii. Browse for job posting
  - iii. Select job Posting Title
  - iv. On the selected applicant's line, click on the Interview icon
  - v. Submit requested information relative to the interview date, time, status, type, applicant response, and location
  - vi. Note: minimum of 3 interviews of similar nature must be conducted
  - vii. Note: interview schedule should include meetings with the Director of Athletics and Associate AD/Administration
  - viii. Note: scheduling of interviews can begin prior to the job post closing
  - ix. Note: all qualified candidates who submit an application prior to the closing should be given full consideration
- 13 Supervisor/Hiring Manager enters interview evaluations
  - i. Go to <https://cubshrweb.clemson.edu>
  - ii. Browse for job posting
  - iii. Select job Posting Title
  - iv. On the selected applicant's line, select Other Actions
  - v. Select Recruiting Actions
  - vi. Select Create Interview Evaluation
  - vii. Enter requested information relative to the interview type, date, overall rating, category ratings, recommendation, and reason

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- 14 Supervisor/Hiring Manager provides HR Partner with names of applicants on which Background and Reference Checks should be conducted
  - i. Note: Checks can be requested prior to interviews
- 15 HR Partner sends Background and Reference Check requests to selected applicants
  - i. HR Partner provides Compliance a notification following the submission of every background check request.
- 16 Supervisor/Hiring Manager identifies selected candidate, requested salary, and likely start date
- 17 HR Partner creates the Offer Letter
- 18 Offer Letter approval
  - i. Hiring Manager
  - ii. Budget Approver
  - iii. Hiring Manager's Supervisor
  - iv. Second-level Supervisor
  - v. HR Class & Comp
  - vi. Background Check Approver
- 19 HR Partner posts the Offer Letter to the selected candidate's account
- 20 Candidate accepts offer
- 21 Onboarding process is initiated by Associate AD/Administration
- 22 New employee meets with HR Partner to complete hiring paperwork (I-9)