

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 / Grambling Prior Approval

Board prior approval is required for Deans and above. Grambling prior approval is required for Directors and below.
 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.

PHASE 1

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

BPA/GPA/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 confidentially statements (all positions are posted for a minimum of 5 days)

HR sends Hiring Manager applicants meeting minimum qualifications every 2 weeks

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)

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

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

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

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

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

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)

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

Job posting marked filled/Thank you letters sent

GSU Hiring Work Flow