Policy Number: 415

Policy Title: Employment of Full-Time Classified Personnel

POLICY:

Georgia Perimeter College may interview and hire full-time classified employees to meet institutional needs.

PROCEDURE:

“Classified employees” are professional and administrative personnel and staff as defined by the University System of Georgia (http://www.usg.edu/hr/manual/employee_categories/).

Positions for classified employees are advertised without respect to campus assignment.

The following procedural steps are established for the employment of classified personnel:

1. The budget manager completes the **Job Requisition Form**, **Request for Approval Critical Personnel Hires form**, **Request for Approval of Critical Personnel Vacancy Form**, and the **Job Description Analysis Form**, if applicable.

2. The **Job Requisition Form**, **Request for Approval Critical Personnel Hires Vacancy Form**, and the **Job Description Analysis Form** are routed to (a) respective manager/director, (b) department’s vice president, and (c) Director of Finance/Budgets.

3. The **Job Requisition Form**, **Request for Approval of Critical Personnel Hires Vacancy Form**, and the **Job Description Analysis Form** are sent to the Human Resources Department for approval and for preparation of the advertisement. The position is posted following the approval of the advertisement by the budget manager.

4. A screening committee is appointed by the budget/hiring manager in consultation with the manager’s immediate supervisor. Criteria for the make-up on the committee may vary dependent upon the position including consideration of the level of the position as well as the amount of interface / interdependence the incumbent will have with other departments within the college. Generally the higher the level and/or the more the interdependence, the more appropriate it may be to include individuals on the committee from outside the department. Budget managers must notify Human Resources of the names of the search committee chair and members.

5. The Applicant Tracking System (ATS) maintained by the Human Resources Department receives electronic applications with five professional references (names, addresses, e-mail addresses, and telephone numbers) and required documents, including CV/resume and copies of unofficial graduate transcripts when applicable. Only three professional references are required for staff applications.

*FAPC updates to the original policy are highlighted in yellow and deletions are denoted with a strikethrough.*
6. If requested, the Human Resources Department schedules a training session for screening committee members.

7. The Human Resources Department provides the budget manager and screening committee chair with access to the ATS.

8. The ATS automatically disqualifies applicants who do not meet minimum qualifications.

9. It is suggested that the screening committee select a minimum of five applicants for interview per position or the number specified in accordance with the following chart:

**SUGGESTED GUIDELINE FOR NUMBER OF APPLICANTS TO BE INTERVIEWED:**

- One Position - 5
- Two Positions - 10
- Three+ Positions - 10+

Screening committee chairs should confer with Human Resources if interviewing fewer than the recommended number of applicants.

10. The screening committee is responsible for checking at least three (3) references per applicant to be interviewed. This should be done prior to scheduling the interview, whenever possible. Telephone reference checks should be documented using the format provided to the screening committee.

11. The chair schedules interviews with the prospective candidates and emails the information to the Human Resources and the Human Resources Director of Affirmative Action and Compliance.

12. Any candidate invited for an interview who requires special accommodations under ADA should contact the Human Resources Director of Affirmative Action and Compliance at 678-891-2545.

13. Within one week of the selection of candidates for interview, the chair notifies the Human Resources Department of those applicants no longer under consideration for the position by updating the ATS accordingly.

14. The Human Resources Department, via the ATS, notifies those applicants not selected for an interview that they are no longer being considered for the position.

15. Before conducting interviews, the chair provides a copy of the interview questions to Human Resources for review and for the vacant position’s file.

16. Human Resources approve or revise interview questions to ensure questions adhere to state and federal employment standards.

17. The screening committee members conduct the interviews. A representative of the Human Resources Department may observe the interviews.

18. **All interviewed candidates must have a completed background investigation.** During the interview process, candidates are asked to complete the Criminal History Check Consent Form.

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initiating the criminal history check. Hiring managers must forward the form(s) to Public Safety for the recommended applicant(s).

A pre-employment drug test also may be required by law for some positions. Hiring managers should consult the Human Resources Department for applicable positions.

19. At the conclusion of the interview process, the screening committee reviews all information collected and gives its recommendations to the budget manager and the area vice president. The budget manager forwards the following information to his/her immediate supervisor and area vice president:

   a) Letter of recommendation stating recommended salary and starting date.

   Personnel Action Request signed by all appropriate managers.

   b) Interview Checklist from each screening committee member, signed and dated, on for all each interviewed applicants and attached to the candidate’s file.

   c) Telephone reference checks of all applicants interviewed, documented on appropriate form. If the reference checks did not include a recent immediate supervisor, the chair will ask the candidate’s permission to contact that individual.

   d) Application materials for each interviewed applicant printed from the ATS.

20. As appropriate, the department’s vice president or other senior managers may choose to interview the recommended applicant(s) from the screening committee’s interviews.

21. The department’s vice president approves and forwards his/her recommendation to the Human Resources Department along with any printed application materials.

22. The Human Resources Department informs the budget manager of the candidate’s salary placement and coordinates with the budget manager on the finalist’s first potential day of employment. If the candidate is a principal administrator at another USG institution, the respective department prepares a letter to go from our President to the President of the other institution informing him/her of the pending offer.

23. The budget/hiring manager makes a verbal offer to the finalist and negotiates a start date.

24. Upon notification from the budget manager of the verbal acceptance by the finalist, the Human Resources Department prepares and mails an offer letter to the selected candidate stating effective employment date, salary, campus location, and benefits. Copies of the offer letter are distributed to the budget manager and appropriate vice president. The budget/hiring manager must also complete and submit to HR a PAR – Personnel Action Request form signed by the Dean/Director and the area VP.

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25. Should the first candidate decline the offer, the budget/hiring manager and appropriate vice president may extend an offer to another interviewed candidate who received the appropriate recommendations.

26. The new hire must sign and return the offer letter to the Human Resources Department preferably two weeks before his/her employment start date.

27. The Human Resources Department, via the ATS system, notifies the candidates who were interviewed but not selected for employment that they are no longer being considered for the position.

Policy Council Review Date(s):


PPAB Approval Date: ________________________________

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