

# Recruitment Procedures



- Identify the need for an opening.
  - Provide supervisor expectations that align with the organizational structure, these must be validated by Human Resources/Employee & Organizational Development (HR/EOD).
- Positions must be posted for five days for internal and 10 days for external.
  - Hiring committee is responsible for advertising broadly.
- Applications are reviewed by the hiring committee to shortlist candidates.
  - The process used must be free of ideological tests, affirmations, and oaths.
  - Collaborate with HR/EOD for review/approval before interviews are conducted.
- Invite candidates for interviews.
- Reference checks are conducted by hiring committee.
- Hiring manager contacts selected candidate with verbal offer.
  - The formal offer is extended by either HR/EOD or Academic Affairs.
- Once the offer is accepted, candidates will continue the hiring process with HR/EOD.

Valdosta State University is required to conduct background checks, including criminal record checks and verification of educational and professional credentials, to ensure the accuracy of the information provided by the candidate.