The following guidelines will apply for URSA Hiring

• Search committee names are to be given to June Houston, HRAC (VP’s Office) for input into Taleo.

• Position posted electronically in Taleo by VP’s office and Requisition number will be created and given to the hiring manager and collaborators.

• Applications can be viewed electronically after position has been posted.

• Once candidate is identified, position is closed.

• Hiring manager will schedule and conduct interviews (at least 3)*. You can interview more than 3 applicants.

• Hiring manager or someone on the search committee should contact references provided by candidates.

• Interview forms are completed and submitted electronically to VP’s office on all candidates interviewed with a memo to the HRAC with candidate’s name, anticipated salary** and anticipated hiring date. This information will then be attached in Taleo. All candidates are coded by the HRAC and/or Hiring Mgr. with reason codes for extending or not extending an offer to hire.

• The background check is requested electronically once the hire letter is processed in Taleo by HRAC.

• Once background information has been received and HRAC is notified by Affirmative Action that candidate is eligible for hire VP, Associate/VPs or Directors can make an official offer to candidate. Note: you are not to extend offer of employment until VP’s office receives approval from HR & Affirmative Action regarding eligibility.

• If offer is accepted, VP’s office will process an electronic ePAF with the formal start date. Note: Start dates should conform to pay cycles (Bi-weekly or Monthly)

• HRAC is the liaison between hiring manager and HR.

*Note: The Hiring Manager must verify that all applicants interviewed meet the minimum hiring standards listed on the GSU positng.

**Salary should never be discussed with a preferred candidate. Once URSA has Affirmative Action approval you can negotiate an offer and not before.