RECRUITMENT PROCESS

Columbus State University is committed to nondiscrimination on the basis of race, color, sex, sexual orientation, national origin, religion, age, veteran status, political affiliation, or disability in its recruitment and hiring practices. The University has established procedures, which standardize the recruitment and hiring process thus confirming the University’s commitment to equal employment opportunity and affirmative action. Hiring managers are expected to comply with the recruitment and hiring policies and procedures.

Vacant Positions

Vacant positions are the result of one of the following:

- Newly created position
- Separation of the incumbent from employment (i.e. resignation, retirement, termination, etc.)

Initiating an action to Recruit

The hiring manager will submit the Faculty/Staff Employment Requisition Form to the appropriate Dean/Division/Department Head. The job description, justification, and salary range must be completed/attached before beginning the approval process. The salary range must not exceed the existing budget for the position unless sources of additional funding are noted on the Employment Requisition. Hiring managers may opt to include the salary range in the posting. The form then goes to the following approvers, each of whom have the ability to return the action to the submitter if there are concerns.

- Approval 2: Deans Office or Division/Department Head
- Approval 3: Office of the Provost (if applicable)
- Approval 4: Budget/VP Business & Finance
- Approval 5: Office of the President
- Approval 6: Human Resources Office

Recruitment Strategy

- Human Resources works with Hiring Manager to develop job announcement.

  Internal Recruitment - The position is posted for a minimum of five (5) business days to the Careers Portal and recruitment will be restricted to the University, College, Division, or Department.

  External Recruitment – Positions are posted for a minimum of ten (10) business in selected outlets and any interested individual may express interest by applying via the Careers Portal prior to the established deadline.

External Postings are placed in:

- Chronicle of Higher Education
- HigherEd Jobs
- Inside Higher Ed Careers
- University System of Georgia Applicant Clearinghouse
- Diverse Jobs
- The Ledger Enquirer (Staff positions only)

Other recruitment outlets with which the Human Resources Office maintains alliances are available. For job specific/discipline related positions, the cost of advertising in excess of $800 with these outlets will be billed to the department. Please provide the account with your request for special position requests.

Approved positions will be posted within seven (7) working days of Human Resources and the Hiring Manager completing the job announcement.