

## SECTION 800.05

### Referral/Selection of Applicants

The Department of Human Resources forwards applications of individuals who appear qualified for the posted position. The employing unit then screens those applications, taking into account technical skills, education, experience, etc., to determine those applicants who seem to best meet the qualifications for the particular job duties required in the position description. Additional information on the hiring process can be found in the [Recruitment and Selection page](#).

#### 1. The Employment Interview.

Federal law prohibits certain questions in an employment interview and the application for employment has been developed to comply with Federal guidelines. Examples of such illegal questions might refer to the applicant's age, disability, religion, ages of children, etc. Interviewing guidelines are provided to the employing department upon referral of applications. To assure consistent treatment of each applicant, a patterned interview might be developed by the department. Such might include specific questions of job related functions, skills required, and how the applicant's educational background, previous experience, etc. might be useful in the position if selected for employment.

#### 2. Testing.

Should clerical or other skills tests be deemed appropriate, or should there be reason to question stated qualifications, such tests are allowed if the following requirements are met:

- If one applicant is tested, then all applicants must be tested.

- All applicants must receive identical tests.
- All tests must be a fair representation of the type work the applicant would encounter if selected for the position.
- Test results of all applicants interviewed must be retained and returned to the Department of Human Resources with the affirmative action packet.
- Testing as herein referenced is essentially a demonstration of those skills claimed by the applicant as they would pertain to essential job functions.

### **3. Credential Verification.**

If the posted position indicates certain education or other credentials are required, the applicant should provide proof of attaining such training, etc. Those who are among the candidates receiving advanced consideration should provide copies of diplomas, certificates of graduation from a vocational program, transcripts, etc.

### **4. Reference Checking.**

When interviews are completed, those applicants who are among the finalists for the position should have references related to prior employment verified. Of particular importance would be confirmation of employment dates, duties actually performed and reasons for leaving.

### **5. Employment Offer.**

Having completed the interviewing process, an offer of employment may be extended by the employing department. However, the dept. head must advise the candidate that the offer is conditional pending the results of a criminal background check.

When a department head believes he/she has a candidate who because of exceptional training or experience is deserving of more than the posted minimum for the classification, they may offer the candidate up to 10% over the minimum. However the department head must either have the money already in his/her budget or through his dean or vice president can have it transferred to his budget. This change in policy is not intended to permit the department head or authority to offer more than 10% over the minimum and in no case is the offer to be made without sufficient departmental funds to meet requirements of the hire.

When a department head believes he/she has a candidate who because of exceptional training or experience is deserving of more than the posted minimum for the classification or the 10% above the minimum, the department head must request approval from the Vice President and Human Resources as to the amount to be added. In no case is the offer to be made without sufficient departmental funds to meet the requirements of the hire.

## **6. Criminal Background Checks and Credit Checks.**

In an effort to provide a safe and secure workplace, to comply with Board of Regents Policy and to minimize the potential litigation associated with “negligent hiring processes,” Valdosta State University will require background checks on all top applicants for a position at the University.

Supervisors will request background checks to be run on the top two candidates (supervisors may request checks on more than two applicants if necessary) for employment. As a top candidate, a background check shall be the next step of the process. An offer of employment need not be made at this time. Employment shall be conditioned upon the execution of a consent form for criminal record disclosure and upon consideration of one’s criminal history. Upon receipt of the Consent to Criminal History Release Form, a check will be completed and results sent to Human Resources for review. For a complete explanation see [Background Investigation Policy and Procedure](#).



It is also the university's policy to check credit histories for individuals applying for positions with access to, or responsibility for money, including but not limited to those employees who will use purchasing cards as part of their regular responsibilities (effective July 1, 2008). For a complete explanation see [Credit Check Investigation Policy and Procedure](#).

### **7. Report to Work.**

Assuming favorable consideration of the applicant's criminal history, the department will be notified and may consummate the employment process by notifying the successful applicant. Upon final acceptance of the offer, the department should complete the affirmative action checklist, return copies of all applications forwarded, any test administered with results, and the data to report to work to the Department of Human Resources.