

## VSU Recruitment Procedures for Student Employment

### Reference: Employee Recruitment (USG HRAP)

[https://www.usg.edu/hr/assets/hr/hrap\\_manual/HRAP\\_Employee\\_Recruitment\\_1.pdf](https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Recruitment_1.pdf)

#### I. PURPOSE OF THE PROCEDURE

Recruiting and selecting the right people are paramount to the success of Valdosta State University and its ability to retain a workforce of the highest quality. This includes our Student Employees. This document provides guidelines and policies to assist supervisors in hiring student employees and ensuring that the recruitment process for students is free from bias and discrimination. Irrespective of whether a search committee is used, Hiring Managers must ensure:

1. Recruitment and Selection procedures comply with the BOR/VSU/HRAP policies and procedures.
2. Recruitment procedures are free from affirmations, ideological tests, and oaths.
3. Documentation to support the recruitment and selection of student employees is maintained.

#### II. RECRUITMENT AND SELECTION FRAMEWORK (Job Posting Option)

Hiring Managers hold the responsibility for ensuring this framework is followed. Human Resources/Employee & Organizational Development is available for advice and will assist in general administration of the recruitment process.

Assess the need for a student employee.

There are three types of student employees on VSU's campus to include student assistants, graduate assistants, and work study students. Hiring Managers need to determine which type of student classification is needed for their operation.

Hiring Managers should:

- Ensure that the student is not being used to replace or displace full-time employees.
- Determine how the student position will be funded.

Internal Recruiting

- There are multiple ways for recruiting student employees:
  - Internal job postings
  - Work with Career Opportunities to post the position through [Blazing Careers \(Powered by Handshake\)](#).
  - Nominations process
  - Unsolicited applications
  - Referrals: Other people who may refer someone could include:
    - Students
    - Faculty/Staff
    - Internships

Establish a search committee.

The primary goal in forming a search committee should be to ensure it represents all the constituencies impacted by the position. Hiring Managers can elect to move forward with a search committee.

- If a search committee is established, hiring managers should
  - Provide the charge

- Ensure that procedures are reviewed
- Ensure that all search committee members receive the search committee training (Please contact HR/EOD)
- If a committee is not used, it is expected that a second person will also participate in the short-listing process. In these situations, the criteria used to select the top candidates and all appropriate notes must be held or turned into HR/EOD.

#### Interview short-listed candidates.

Viable candidates should be scheduled for interviews and notified of any selection tests or exercises that will be used. Remember, recruitment procedures (including selection tests) must be free from affirmations, ideological tests, and oaths.

Moreover, federal law prohibits certain questions in an employment interview. The application for employment has been developed to comply with Federal guidelines. Examples of such prohibited questions might refer to the applicant's age, disability, religion, ages of children, etc. To ensure consistent treatment of each applicant, a structured interview should be developed by the department to ask the same questions under the same conditions. The structured interview should include questions regarding 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.

#### The Interview:

The purpose of interviewing is to select the best person for the job based solely on merit and suitability. The Valdosta State University recruitment and selection process achieves these using methods that are systematic, thorough, fair, unbiased and based on rational, objective, and job-related criteria.

Prior to reviewing any candidates, the Search Committee must create evaluation tools for both the prescreening and the interview process that consists of one or more of the following:

- Rubrics/Matrices and Scales
- Preliminary Screening Questionnaires
- Reference Check Forms
- Interview Guides and Question Banks
- Interview Evaluation Sheets
- Behavioral Response Standards
- Structured Interviews
- Assessment Tools (Teaching Demonstration Evaluation Forms, Research Presentation Evaluation Sheets, Skills and Competency Tests; Case Study Analyses, Rating Forms, Narrative Evaluations, etc.)

At the interview, each candidate should be treated consistently. To achieve this, the hiring manager or committee should:

- Ask the same initial questions of each candidate.
- Remain consistent among all candidates.
- Do not allow any prohibited questions or any other conduct which breaches the equal opportunities policy or code of conduct.
- Reach out to HR/EOD for candidates who have requested accommodations so that they can participate in the interview.
- Keep in mind that information obtained throughout the selection process is treated as confidential and is known only to parties involved in the selection process.

Select a top candidate.

In selecting the successful candidate, the hiring manager or search committee must decide based on the merit and eligibility of the candidates as judged by:

- Content of application and qualifications
- Performance at Interview
- Outcome of any selection tests

Complete the appropriate form and submit it to HR/EOD.

The hiring manager must submit or ensure the Student Personnel Action Request Form is submitted to HR/EOD.

Background checks.

The process for validating the information would include completing reference and background checks. While HR/EOD will complete the background check, the Search Committee or Hiring Manager is responsible for the reference check of each person provided by the candidate. The Search Committee may be able to call or reach out to an individual not on the reference list provided but must contact the candidate prior to moving forward. This would include the candidate's current supervisor. Should any of these not meet the required standards, VSU's HR/EOD must be contacted.

**III. Onboarding your student employees.**

Hiring managers must receive the email from HR/EOD that students have been successful onboarded before the student is able to begin work.