City of Statesboro
Department of Human Resources
Recruitment Procedures – Hiring Full/Part-Time Staff

☐ The hiring manager submits a job requisition for the budgeted vacancy.

☐ Once the job requisition is received, Human Resources reviews and posts the requisition.

☐ Applications are accepted through the Careers Site until the closing time and date listed.

☐ The hiring manager evaluates each application and updates the status. If an applicant isn't selected for an interview, the hiring manager must select the appropriate status.

☐ The hiring manager conducts interviews. A minimum of three interviews must be conducted per vacant position.

☐ The hiring manager evaluates each application and updates the status. If the applicant is recommended for hire, the hiring manager completes at least two reference checks with at least one being a previous supervisor.

☐ The hiring manager provides the following information to Human Resources:

   a. Memo which summarizes the decision and provides the recommended salary and start date
   b. Interview questions/responses for all interviewed applicants
   c. Completed Telephone Reference Check Forms
   d. Any other search documents (i.e. Evaluation Forms, Feedback Documentation, etc.)

☐ Human Resources reviews the documentation and follows up with the hiring manager within two business days.

☐ After approval is received from Human Resources, the hiring manager proceeds with the verbal offer of employment to the selected candidate(s).

☐ The hiring manager notifies Human Resources via email of the acceptance.

☐ Human Resources prepares the offer letter which indicates the post-offer requirements the selected candidate(s) must complete prior to the start date as well as the on-boarding date.

☐ If the post-offer requirements are not satisfactorily completed, the hiring manager may select the next highest ranked candidate or re-advertise.

☐ If the post-offer requirements are not satisfactorily completed, the employee is verbally notified and provided instructions concerning on-boarding.

☐ Human Resources notifies unsuccessful candidates via e-mail.