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 - 3URYGH VXSHULVRUH[SHFVDRQV WDVWDQJ QZLVK WHRUJDQJ DMRQDO WVKFVUH WVMHP XWEH YDGGDVG E\ +XP DQ 5HMRXUFHV (P SGAHH 2UJDQJ DMRQDO HYHOSP HQW+5 (2'
- 3RVDQRQV P XWEH SRVWGI RUIYH GAV IRUIQMDDODQG GAV IRUHJ WDDO
 - +LUQJ FRP P LWWH LV UHVSQMEGH IRUDGYHUVWQJ EURDGO
- \$SSQFDRQV DUH UHYZHG E\ WHKLUQJ FRP P LWWH VR VKRUDWV FDQGLDWW
 - 7KH SURFW XVHG P XWEH IUHRI IGRBJLFDOMW DILUP DMRQV DQGRDVK
 - &RDERUDW ZLVK +5 (2' IRUHYHZ DSSURYDOEHRUH IQMUYHZ V DUH FRQGXFVG
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 - 7KH IRUP DORI HULV HJ WQGHG E\ HVMHU+5 (2' RU\$FDGHP IE \$IIDLV
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9DORW 6VDM 8QYHUV LV UHTXUHG VR FRQGFWEFNI URXQG FKHFV

VSU Procedures for Employee Recruitment

- o Assist in the onboarding process for the new hire, ensuring a smooth transition and integration into the university community.

F. Design the selection process.

- x Determine the number and types of components.
- x Determine the numbers and type(s) of selection devices to be used.

G.

I. Send short list over to HR/EOD for review.

Before any candidate can be approved for an initial interview, the hiring manager or search committee chair must forward their short list and the matrix/rubric used to screen applicants, to Sherry Berry

slberry@valdosta.edu Information sent should, at minimum, include:

- x Job ID Number
- x Prescreening rubric/matrix used.
- x List of those selected for initial interview.
- x Explanation for selection
- x Explanation of exclusion for non-selected applicants

Committees cannot proceed with interviews until HR has completed its review.

J. Interview short-listed candidates.

All short-listed candidates should be scheduled for interviews and notified of any selection tests 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 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 plans to perform the job. The structured interview should be used for all job-related interviews.

The Interview

The purpose of interviewing is to appoint the best person for the job based solely on merit and suitability.

M. Select a top candidate.

In selecting the successful candidate, the search committee must make a decision based on the merit and eligibility of the candidates as judged by:

VSU Procedures for Using Social Media as part of the Hiring Process

Reference: Pre-employment Social Media Policy (USGHRAP)

https://www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Employee_Recruitment_1.pdf

Purpose

These procedures are designed to meet the requirements of USG policy and reflect our purpose, values and principles, conduct, and legal requirements.

We recognize that Social Media provides a unique opportunity to gain a competitive advantage as departments and units use it as a tool in recruitment and selection.

Though popular, Social Media screenings can raise legal and ethical concerns

Furthermore, how we use Social Media K D V W K H S R W H Q W L D O W R D I I H F W 9 6 and/or expose VSU and each of us to risk.

Therefore, every employee has a personal responsibility to be familiar with and comply with USGHRAP Pre-employment Social Media Policy and follow these VSU procedures.

Scope

This procedure covers all forms of Social Media including Facebook, Instagram, LinkedIn, Twitter (X), Google+, Wikipedia, other social networking sites, and other internet postings, including blogs. It applies to the use of Social Media for both business and personal purposes, during work hours and in your own time to the extent that it may affect hiring decisions at VSU. The policy applies both when the Social Media is accessed using W K H L Q V W F W X I O N S Y S T E M S and when accessed using equipment or software belonging to employees or others.

It also covers all employees and others including students, consultants, contractors. Breach of this policy may result in disciplinary action up to and including termination.

Procedures

1. The VSU Office of Human Resources will clearly communicate through all postings that Social Media will be used as part of the screening process. This information must be repeated during the initial interview to ensure that candidates are aware.
2. Social Media must only be used to assess job-related qualities, skills, and abilities.
3. Social Media can only be used after the candidate has been invited to a face-to-face interview. Departments may not use Social Media prior to this phase or on non-viable candidates at any phase in the search process.
4. Information gained from Social Media can never be used as the sole reason for the disqualification of a candidate.
5. The use of Social Media must be fairly and consistently applied to all candidates within the search.

6. Only the Chair of the search committee or a designee on the committee and familiar with these procedures is authorized to conduct Social Mediascreenings.
7. The scope of the search is limited to publicly available information.
8. The Chair or designee must document any information used from Social Media in the total decision rationale for hiring or disqualifying a candidate.
9. The Office of Human Resources will partner with the hiring supervisor to provide, (in advance) a standardized list of potential negative information found in Social Media that could raise a red flag.
10. Candidates should be given the opportunity, during the interview, to address any potentially negative information found in Social Media that, otherwise, **will be considered** in the hiring decision.