



EXPEDITED RECRUITMENT AND SELECTION PROCESS

Regular Employees (Only Associate Director and below) Two Week Accelerated Timeline

I. PURPOSE OF THE PROCEDURE

Recruiting and selecting the right people is paramount to the success of Valdosta State University and its ability to retain a workforce of the highest quality. This expedited process provides a structured two-week framework that allows Hiring Managers to meet urgent operational needs while ensuring compliance with Board of Regents, institutional, and HRAP requirements.

This process does not waive any policy requirements. It identifies permissible parallel activities to reduce time to hire while maintaining fairness, documentation, and integrity.

Hiring Managers must ensure:

1. Recruitment and selection procedures comply with BOR, VSU, and HRAP policies.
2. All hiring supervisors and search committee members complete the required training.
3. Recruitment procedures remain free from bias, affirmations, ideological tests, and oaths.

Failure to adhere to the above will result in a delayed hiring process.

II. PROCESS FRAMEWORK

Hiring managers are responsible for ensuring this framework is followed. Human Resources/Employee and Organizational Development (HR/EOD) provide guidance, review, and administrative support throughout the process, where requested and necessary.

III. BEFORE THE SEARCH BEGINS

Before initiating expedited recruitment, the Hiring Manager must:

- Confirm the operational need and alignment with unit and university goals
- Determine position type (full-time, part-time, temporary, etc.) and funding source
- Confirm classification and salary range in consultation with HR/EOD
- Obtain required VP or Cabinet level approval to fill or refill the position
- Identify search committee members and designate a chair
- Submit the fully completed Personnel Action Request Form to HR/EOD

The two-week timeline begins only after the Personnel Action Request has been approved by HR/EOD. Positions must be posted for a **minimum** of 3 days for internal purposes only or 5 days for external purposes.

IV. EXPEDITED TIMELINE OVERVIEW

DAYS 1–2: POSTING & ORGANIZING

Hiring Manager and Search Committee:

- Provide Department Summary/Supervisor Expectations to HR/EOD
- Ensure committee members complete required training
- Send signed Acknowledgment Form to HR
- Issue the charge to the committee
- Approve posting in OneUSG Careers
- Launch external advertising as appropriate – must be approved by HR/EOD

HR/EOD:

- Post the position in OneUSG Careers using the standard job template
- Send the template prescreening rubric to the department or search committee chair
- Enroll search committee members in training



DAYS 3–5: PREPARING & RECRUITING

Hiring Manager and Search Committee:

- Finalize evaluation criteria and pre-screening rubric
- Develop and finalize structured interview questions
- Schedule tentative interview dates

DAYS 6–7: PRE-SCREENING APPLICANTS

Hiring Manager and Search Committee:

- Review applications as they are received
- Apply prescreening rubric consistently
- Document selection and non-selection decisions
- Coordinate accommodation requests with HR/EOD as needed

DAYS 8–12: INTERVIEWING & VALIDATING

Hiring Manager and Search Committee:

- Conduct structured initial interviews
- Complete interview evaluations using approved tools
- Begin reference checks for leading candidates
- Reach consensus using documented job-related criteria
- Advance recommendation through required approval channels
- Notify HR/EOD of the recommended candidate

HR/EOD

- HR reviews and approves the final candidate to ensure they meet minimum qualifications

DAYS 13–14: OFFER & CLOSE

Hiring Manager and Search Committee:

- After consulting with HR and Budgets, a conditional verbal offer may be extended, if approved (provide HR/EOD with tentative start date and offer amount). For offers above the salary minimum, HR and Budgets must fully approve / verify sufficient funding prior to extending a verbal offer.
- Search committee discharged and all documentation submitted to HR/EOD

HR/EOD:

- Formal written offer issued by HR/EOD or Academic Affairs
- HR/EOD initiates background check and drug testing if required
- Notifications sent to unsuccessful candidates

V. KEY REMINDERS

- This timeline does not include background checks or onboarding processes. Expedited does not mean abbreviated. All policy requirements remain in effect.
- Parallel steps are permitted where they do not bypass required approvals.
- It is imperative that the selected candidate for hire regularly checks their email, as delays in taking timely action on required steps could impact the expedited process.

Failure to timely complete any part of the process described above will result in delays in the hiring process.