

**The Citadel**  
**Policies & Procedures Manual – Human Resources Department**

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**RECRUITMENT AND EMPLOYMENT FOR CLASSIFIED  
AND UNCLASSIFIED EMPLOYEES**

I. Policy:

A. This document sets forth the uniform system for filling vacant classified and unclassified positions at The Citadel, pursuant to regulations set forth by the South Carolina Office of Human Resources.

B. This policy is designed to assure that:

1. all qualified applicants receive full and fair consideration for employment without regard to race, color, national origin, religion, sex, age, disability or veteran status;
2. all current employees are provided an equal opportunity to explore and seek other on-campus positions for career advancement;
3. a diverse selection of qualified applicants is recruited and referred to departments with listed vacancies;
4. recruiting efforts promote The Citadel as an affirmative action, equal opportunity employer, actively committed to ensuring diversity in all campus employment.
5. vacancies are filled with those persons who are best suited to perform the duties and responsibilities of the positions.

C. Responsibility for Administration

1. The Department of Human Resources is responsible for developing and administering the policy on appointment, transfer and promotion of classified and unclassified employees.
2. The Department of Human Resources is responsible for recruitment, advertising, testing as applicable, and initial screening of applications for employment.
3. The administrative head of each department has the authority, responsibility and accountability for the selection of employees for hire within his/her department.

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4. Selection decisions are subject to review by the Chief Diversity Officer. In the case of a complaint or a contract or grant pre-award review, selection decisions may also be subject to review by the South Carolina Human Affairs Commission, the Equal Employment Opportunity Commission, the Department of Labor, the Office of Federal Contract Compliance Programs, and the Office for Civil Rights.
- D. Classified and unclassified vacancies will be filled primarily through open recruitment conducted by the Department of Human Resources. External recruitment agencies may be contracted on an as-needed basis for filling executive positions.
- E. No person will be appointed to, or separated from, a position because of race, color, national origin, sex, age, religion, disability, veteran status, political affiliations or opinions.
- F. Discrimination on the basis of age in employment is prohibited except where specific age requirements are stated in job class specifications of the South Carolina Office of Human Resources.
- G. Persons with disabilities will be given equal consideration for appointments or transfers to positions for which they are qualified.
- H. Any person appointed to a classified or unclassified staff position at The Citadel must meet minimum training, education and experience requirements established in the position description and the state specifications for the class to which appointed, unless the employee is appointed in an emergency or trainee status or if the State Director of Human Resources has approved an equivalency to the stated requirements for the class.
- I. New appointments will be made at the minimum salary for the band/level unless the applicant's qualifications for the position are exceptional. (See the policy on Pay Plan for Classified Employees for information on hiring an employee above the entry-level salary.)
- J. Each newly appointed employee must serve a probationary period of one year. The probationary period is designed to determine whether the employee is capable of doing the job for which he or she was hired. If it is determined during the probationary period that the employee may not be able to perform the duties and responsibilities of the position, the supervisor should contact the Department of Human Resources immediately.
- K. When interviewing for Transfer or Promotion, an employee may be given reasonable time off from the job for the purpose of being interviewed for another on-campus position

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if arrangements are made in advance with the supervisor. If such arrangements are not made, the employee must use annual leave or comp time.

### L. Minimum Age Requirements

1. Persons under the age of 18 may be employed only upon the approval of the Director of Human Resources. South Carolina labor laws cover a variety of prohibitions related to the minimum age of workers, depending upon the nature of the work, the degree of hazard and the requirements of special occupations. Questions about child labor laws should be addressed to the Director of Human Resources.

## II. Procedure:

### A. Recruitment

1. The recruitment of classified and unclassified employees is the responsibility of the Department of Human Resources.
2. Recruitment for and appointment to classified and unclassified positions will be undertaken only for positions which have been approved, budgeted and classified in accordance with the Classification and Compensation policy. The process of obtaining administrative approval to establish or fill positions is subject to change depending upon budgetary or other considerations. The filling of classified temporary grant positions is subject to the procedures as outlined in this policy.
3. All classified and unclassified positions vacancies for which recruitment is taking place, whether newly established or vacated, must be advertised as deemed appropriate by the Department of Human Resources in order to attract the most qualified applicants and to help meet the college's EEO goals.
4. Vacancies must be listed with the Department of Human Resources. In the case of a request to fill a vacancy through an internal promotion, an exception to this policy must be made with approval of the Director of Human Resources. A request to waiver recruitment must be submitted to the Director of Human Resources.
5. Due consideration must be given to all qualified applicants referred to the hiring department by the Department of Human Resources.
6. Recruitment Sources - In order to attract a broad range of qualified applicants, the Department of Human Resources regularly uses a variety of recruitment sources to

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publicize employment opportunities at The Citadel. These sources may include but are not limited to:

- a. SC state government's e-recruitment system, NEOGOV, that provides an online application process at [www.jobs.sc.gov](http://www.jobs.sc.gov).
- b. upon request, classified advertisements in newspapers, professional journals and specialty publications;
- c. contacts with colleges, universities, professional schools, placement agencies and community organizations having substantial enrollments of women, minorities, persons with disabilities, and/or veterans.

#### **B. Advertising Positions**

1. All classified and unclassified position vacancies at The Citadel must be appropriately advertised. Departments must submit a Recruitment Request Form (Form HR-104) to the Department of Human Resources. Note: The Classification/Compensation Manager verifies that the position has been established and/or vacated and that the required approvals to advertise, if any, have been obtained. The training, education and experience required by the department are also reviewed for consistency with the duties and the classification level of the job.
2. Classified and unclassified staff positions will be advertised for at least a five workdays. These advertisements must include the following information, as required by 8-11-120 of the SC Code of Laws:
  - a. The State classification title and description of the job responsibilities;
  - b. entry salary or State salary range;
  - c. name of agency where vacancy exists;
  - d. description of the application process;
  - e. residency requirements, if any, of the vacant position;
  - f. classification code, slot, and position number of the position;
  - g. minimum requirements and any preferred qualifications for the position;
  - h. the opening and closing dates for applying for the position;
  - i. normal work schedule and whether the position is full-time or part-time; and
  - j. a statement certifying that the employer is an equal employment opportunity/affirmative action employer.

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3. All advertisements must carry the statement that, "The Citadel is an affirmative action, equal opportunity employer, actively committed to ensuring diversity in all campus employment."
4. If training and/or experience requirements change after the position has been advertised, the position must be advertised again with the new requirements.

### C. Receipt of Applications

1. A person who wishes to apply for employment with The Citadel should review the current job vacancies to determine whether there is a vacancy that meets his or her qualifications and interests. The Department of Human Resources will assist the potential applicant by answering questions, discussing position information and explaining the employment procedures.
2. In order to be considered for employment, all applicants for faculty and staff positions must complete an official Citadel employment application online at [www.jobs.sc.gov](http://www.jobs.sc.gov). All cadet students and graduate assistants must apply through the App Track system to be considered for employment. Cadet students may apply at the following link: [https://hrweb.citadel.edu/on\\_app/app\\_email\\_2.cfm](https://hrweb.citadel.edu/on_app/app_email_2.cfm). Graduate assistants may apply for positions at the following link: [https://hrweb.citadel.edu/on\\_app/app\\_email\\_3.cfm](https://hrweb.citadel.edu/on_app/app_email_3.cfm)
3. Resumes will be accepted and considered, but are considered incomplete without an official Citadel employment application. Applications must be made for a job that is currently posted. Applications must be received by Human Resources or postmarked by 5:00 p.m. on the application deadline date in order to be part of the applicant pool.
4. Applications for employment, resumes, oral or written inquiries or placement credentials that are received directly by departments must be copied and forwarded to Human Resources.

### D. Screening of Applications

1. Screening of applications is ongoing during the recruitment period. Approved applications are subsequently forwarded to the hiring departments.
2. The screening process is conducted within the established training, education and experience requirements for performing the job in order to determine which

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applicants possess the qualifications that meet or exceed the specified advertised requirements. Only those applicants who meet the advertised minimum requirements will be forwarded to the hiring department for consideration.

3. Applicants who do not meet the advertised minimum requirements will not be referred to the hiring department for consideration.
4. The Chief Diversity Officer will review recruitment files for permanent positions following recruitment. After reviewing the recruitment file, the Chief Diversity Officer will meet with the hiring official(s) to discuss the EEO goals for the department prior to interviewing.
5. A background investigation, pre-employment physical, alcohol and/or drug test may be required of applicants for certain positions.

E. The Departmental Interview

1. The interview serves the following purposes:
  - a. It provides the interviewer an opportunity to give applicants detailed information about the specific duties and responsibilities of the position;
  - b. It provides applicants the opportunity to describe their qualifications in relation to the position's duties and responsibilities.
2. Information solicited during an interview or information solicited outside of the interview about an applicant must be relevant to the duties and responsibilities of the position without reference to race, color, national origin, sex, age, disability, marital or family status unless any such consideration is unquestionably job-related and non-discriminatory in effect.
4. The hiring official(s) must interview a minimum of three (3) qualified applicants if there is a sufficient applicant pool referred by the Department of Human Resources. Those interviewed should at least meet the minimum requirements for the position.
5. Prior to scheduling interviews for permanent staff or faculty positions, the hiring manager or designated search chair should meet with the Chief Diversity Officer to discuss the affirmative action goals for the job group being hired for and to review the candidates selected for interviewing in order to ensure diversity in the applicants being considered. Detailed information about the Pre-Interview EEO meeting can be

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found at this link: [https://hrweb.citadel.edu/pol\\_proced/Pre-InterviewEEOMeetingsandInterviewConfidentialityPolicy.pdf](https://hrweb.citadel.edu/pol_proced/Pre-InterviewEEOMeetingsandInterviewConfidentialityPolicy.pdf).”

6. When the hiring official has determined the final candidates for the position, the hiring official should attempt to verify each past work and training experience. The Department of Human Resources will assist in the verification of credentials if requested to do so by the hiring official. Through a background check process, the Human Resources Department will verify the highest level of education for the selected candidate.

#### F. Selection

1. The person chosen as the finalist for the position must be selected only from those applicants referred by the Department of Human Resources.
2. Final selection must be made on the basis of the position requirements and the applicant's qualifications to perform the duties of the position.
3. No applicant should be selected solely on the basis of race, color, national origin, religion, sex, disability, marital or family status, appearance, veteran status or age. However, when selecting from among similarly qualified applicants for a position in a department or job category in which women or minorities are underutilized, the College's affirmative action goals should be considered as one factor in the selection process.
4. Once final selection is made, the hiring department should complete a "Request to Fill Position" form (Form HR-108, HR-109, or HR-110) and submit it to the Department of Human Resources along with a completed Interviewing Form, to include all interview notes and materials pertinent to the selection process. In addition, all applications must be returned to the Department of Human Resources.
5. The "Request to Fill Position" form will be reviewed by the Classification/Compensation Manager for salary approval. The Department of Human Resources will make all job offers and negotiate salaries in order to promote fair and equitable employment. The hiring department will be notified once the hiring action is complete.

#### G. Post-Selection Procedures

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1. The Department of Human Resources will prepare an official job offer letter for the applicant hired. Letters of non-selection will be sent to all other applicants in the applicant pool.
  
2. The recruitment files will be maintained by the Records Management Division of the Department of Human Resources for a minimum of two years following the conclusion of the recruitment process. Faculty and athletics positions' files will be maintained for five years.