Recruiting and selecting the right people are paramount to the success of Valdosta State University and its

## 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 Should any of these not meet the required

standards,

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