

Employment Selection Process and Criteria for Employment

Adopted by President's Cabinet 12/20/16

Employment Selection Process

Prior to completing the selection process, the Office of Human Resources will conduct appropriate reference checks for staff applicants and the faculty search committee will conduct appropriate reference checks for faculty applicants. Reference checks will be conducted as necessary to verify employment and/or obtain job related information that will assist in determining the qualification and suitability of an applicant for a particular position. Before making a reference inquiry, permission from the applicant should be obtained so as not to jeopardize the applicant's current employment status.

Hiring departments must comply with all applicable federal laws, stipulations and restrictions regarding the hiring of nonresident foreign nationals.

Criteria for Employment

All new employees must complete the following:

- ✓ Successfully complete a background investigation appropriate to their position.
- ✓ A Security Questionnaire/Loyalty Oath required by the State of Georgia which is retained in the permanent files of the college;
- ✓ Federal and Georgia tax withholding forms;
- ✓ Where applicable, application for the Teachers Retirement System of Georgia and other optional benefit forms.
- ✓ Proof of identity and employment eligibility for compliance with the Federal Immigration Reform and Control Act must be presented within three (3) business days of beginning work. If the employee is authorized to work, but are unable to present the required document(s) within three business days, the employee must present a receipt for the application of the document(s) within (90) days. Failure to do so may result in termination of employment. East Georgia State College participates with E-Verify and will provide the Social Public Safety Administration (SSA) and, if necessary, the Department of Homeland Public Safety (DHS), with information from each new employee's Form I-9 to confirm work authorization;
- ✓ Completion of the USG Ethics Training, an on-line annual training requirement on the USG Ethics Policy.

Current Employee Requirements

Ethics Training: All current employees must complete refresher Ethics training annually. Refusal of an employee to complete the ethics training by the prescribed deadline will subject the employee to disciplinary action as contained in the BOR *General Criteria for Employment Policy*.

Background Investigation, Arrests and Convictions: All current employees being transferred, reassigned, reclassified or promoted into a position of trust must complete a background investigation. Any current employee charged with a crime (other than a minor traffic offense) shall report being charged with such crime to the Office of Human Resources within 72 hours of becoming aware of such charge. Failure to report being charged with such a crime may result in appropriate disciplinary action, including termination of employment. Human Resources will review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's employment status until resolution of the charge. Any employee who prior to an arrest for an offense involving a controlled substance, marijuana or a dangerous drug, voluntarily discloses use of such substance to his or her immediate supervisor and is receiving or agrees to receive treatment under an approved drug abuse and education program may be retained by the college under conditions set forth in BOR *Voluntary*

Disclosure of Drug Use Policy. Any current employee convicted of a crime (other than a minor traffic offense) shall report such conviction to the Office of Human Resources within 24 hours of the conviction. Failure to report such conviction may result in appropriate disciplinary action, including termination of employment. Human Resources will review the nature of the crime and make a determination on what, if any, action should be taken regarding the employee's current status.

http://www.usg.edu/hr/manual/general_criteria_for_employment

http://www.usg.edu/policymanual/section8/C224/#p8.2.18_voluntary_disclosure_of_drug_use