Guidelines for Conducting Staff Searches

At

Kennesaw State University

Created by

Human Resources

Created September 2023

conditions related to pregnancy), sexual orientation, gender identity, gender expression, ethnicity or national origin, religion, age, genetic information, disability, or veteran or military status by any member of the KSU Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for members of the KSU community.

For additional information or to file a complaint under the provisions of this policy, students, employees, applicants for employment or admission or other third parties should contact the Office of Institutional Equity at English Building, Suite 202, eeo@kennesaw.edu, or by making a report here.

Guidelines for Filling a Staff Vacancy

1) **The Position Description**

      a. The Hiring Manager will work with Human Resources to establish a position description.
      b. Because the advertisement published in any external outlets serves as the official national

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j. Follow-up questions asked to an individual candidate as a result of their response(s) should be documented in the interview notes.
k. Interview notes should include responses to questions, the questions asked by the candidate of the search committee, and ancillary notes regarding the candidate's presence and interview skills as observed by the committee. Ancillary notes should always be job, skill, behavior,

9) Recommending a Candidate

    a. To ensure the greatest level of consistency and integrity of the hiring process, the following search attributes should be deciding factors when determining the final and top candidate:

        i. Experience and education must match the job posting as advertised.

        ii. Minimum education

        iii. Minimum ear

order to repost. All job changes must be compliant with the established Career Framework structure administered by Human Resources. Especially when revising minimum job requirements, the changes should be for purposes of widening the qualified applicant population and not for the benefit of a single candidate.