



Employment Applications

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON EMPLOYMENT APPLICATIONS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
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Policy Statement

This policy ensures that all institutions of the University System establish policies for the recruitment and appointment of staff and faculty in compliance with USG policies while also affording the appropriate level of flexibility needed at the institutional level to determine individual campus specific application procedures.

Each institution shall publish comprehensive, clearly stated written policies and procedures for the recruitment and appointment of staff and faculty. University System of Georgia (USG) Institutions will follow the guidelines outlined below to identify and hire or promote qualified candidates to fill vacancies:

- Job Postings – An application must be submitted for a posted vacancy via the employer’s published application process.
- Employment Application – An employment application form shall be completed by each person formally applying for a staff or faculty position in a USG institution.
- Qualifications of Selected Applicants – Institutions will ensure that all applicants selected for hire meet the established entry qualifications for the position filled.
- Disclosure of Criminal Record History
 - In compliance with state law, the standard employment application (electronic or paper) form cannot require applicants for non-sensitive positions to disclose criminal record history.

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- Applicants for non-sensitive positions may not be asked to disclose criminal record history unless he/she has been selected for hire and has received a conditional offer of employment.
- Applicants for positions of trust (sensitive positions) in which a criminal history would be an immediate disqualification from employment may be asked to disclose criminal record history during the initial screening process and prior to a conditional offer of employment.
- Disqualification of Employment – See details under HRAP Background Investigation policy
- Recordkeeping Requirements – All records related to recruiting, interviewing, and hiring should be retained in compliance with the state [records retention schedule](#).

Applicability

All units of the University System of Georgia are covered by this policy.

Who Should Read This Policy

All University System of Georgia employees and prospective employees should be aware of this policy.

Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.
- **Position of Trust:** As defined in HRAP Background Investigations policy.
- **Applicant:** Any person who expresses written interest in a posted vacancy via the employer's published application process, meets the minimum qualifications; and, at no point in the selection process, removes themselves from further consideration or otherwise indicates that he or she is no longer interested in the position.

Process and Procedures

The University System of Georgia and its member institutions require an application for employment from any qualified individual who wishes to be considered for an open position. Applications will be maintained in accordance with applicable state and federal regulations. While electronic applications are becoming the norm for applying for positions within the University System, this policy also addresses those who may not have access to electronic devices. Therefore, an application may be in the form of an employment application form, a resume typically accompanied by a cover letter, or an electronic application submitted through

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the internet, also known as an “Internet Application.” Regardless of the application format used, federal and state requirements where applicable will be followed.

Responsible Parties and Contact Information

Party	Responsibility	Phone/Email/URL
Vice Chancellor for Human Resources, USG	Provide guidance to institution human resources officers on policy, update the policy as necessary, and monitor state and federal regulations to ensure USG HR officers are appraised of changes timely.	404-962-3235 usg-hr@usg.edu
Institution Chief Human Resources Officers	Ensure appropriate administration of applications for employment in accordance with applicable rules and regulations.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- HRAP General Criteria for Employment
- HRAP Background Investigations
- HRAP Position Classification
- [Board Policy Manual Section 8](#)
- [Faculty Employment 8.3.1](#)
- [8.3.1.2 Minimum Qualifications for Employment \(Faculty\)](#)
- [State Record Retention Schedule](#)
- [2011 State Government Schedules](#)

Related Documents and Resources (External)

- [Governor’s Executive Order on “Ban the Box”](#)
- [U.S. EEOC Employment Tests and Selection Procedures](#)
- [Department of Labor Office of Federal Contract Compliance Programs \(OFCCP\)](#)

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