



ABRAHAM BALDWIN AGRICULTURAL COLLEGE

Office of Human Resources

STAFF POSITION VACANCIES - STAFFING PROCEDURES

ABAC IS AN EQUAL OPPORTUNITY EMPLOYER

ABAC solicits applications from qualified candidates regardless of race, color, sex, national origin, religion, veteran status, disability, or genetic information.

1. An approved Request To Fill is required prior to posting for any ABAC part time or full time position, except for part time faculty, lump sum positions, and student worker positions.
2. The Hiring Manager should send an electronic Request To Fill and an updated Job Description to their respective Vice President, the VP forwards his approved documents electronically to Donna King. Donna then forwards approved RTF and Job Description to Human Resources.
3. A Team Interview format consisting of the Hiring Manager and at least two other ABAC representatives will be utilized for all staff position vacancies. A Behavioral Based Interview format should be utilized for staff interviews. Human Resources will meet with each Interview Team to provide resources and to answer any questions around the process before interviews begin.
4. The Hiring Manager or their designee must contact at least three (3) professional references.
5. The Interview Team is responsible for providing appropriate feedback to all applicants. All interview materials including application materials and the Interview Team Summary Report are to be consolidated and forwarded to Human Resources for recordkeeping.
6. Hiring Manager will review the hiring recommendation with respective VP and notify Human Resources. Offer letters are to be reviewed and approved by the respective Vice President and the Director of Human Resources prior to extending offer to applicant.
7. All Staff Positions are to be posted on the ABAC Website for a minimum of five days and communicated via campus announcements unless there is exception approval by the President. External posting is at the discretion of the Hiring Manager. All staff jobs will be listed with the Georgia Department of Labor if posted externally.
8. Background checks will be performed on only the finalist candidate BEFORE the verbal or written job offer, employment is contingent upon a satisfactory background check. The Hiring Manager should instruct the new hire candidate on Orientation.