



Employment Applications

CITATION REFERENCE

OFFICIAL TITLE	POLICY ON EMPLOYMENT APPLICATIONS
VOLUME	HUMAN RESOURCES
RESPONSIBLE OFFICE	USG HUMAN RESOURCES OFFICE
ORIGINALLY ISSUED	PREVIOUS REVISION: DECEMBER 2015
REVISED	MARCH 1, 2024

[Return to Human Resources Administrative Practice Manual Table of Contents](#)

Policy Statement

This policy ensures that all Institutions of the University System of Georgia (USG) 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. USG Institutions will follow the guidelines outlined below to identify and hire or promote qualified Individuals 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 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 candidates selected for hire meet the established entry qualifications for the position filled.

HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT: EMPLOYMENT APPLICATIONS

- Background Investigations
 - All job postings must state that candidates will be required to submit to a background investigation. The statement should also include reference checks and additional job- based requirements such as credit checks, academic credentials, or pre- employment drug testing for positions with high risks responsibilities, as applicable. (Reference HRAP on Background Investigation and HRAP on Drug Testing).
 - Disclosure of Criminal Record History
In compliance with state law, the standard employment application (electronic or paper) cannot require applicants to disclose criminal record history prior to a conditional offer of employment.

Applicants for Positions of Trust (sensitive positions) 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 USG are covered by this policy.

Who Should Read This Policy

All USG employees and prospective employees should be aware of this policy.

Definitions

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

- **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 they are no longer interested in the position.

HUMAN RESOURCES ADMINISTRATIVE MANUAL EMPLOYMENT: EMPLOYMENT APPLICATIONS

Process and Procedures

USG 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 the norm for applying for positions within the USG, 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 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

Website Address for This Policy

- [USG Policy Manual Section 8](#)

Appendices (Internal Documents, Forms and Web Links)

- [HRAP on Employee Recruitment](#)
- [Faculty Employment 8.3.1](#)
- [8.3.1.2 Minimum Qualifications for Employment \(Faculty\)](#)
- [HRAP General Criteria for Employment](#)
- [HRAP Background Investigations](#)
- [HRAP Position Classification](#)
- [HRAP Drug Testing](#)
- [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 \(OFCCP\)](#)

[Return to Human Resources Administrative Practice Manual Table of Contents](#)