

**SOUTH CAROLINA STATE UNIVERSITY
PERSONNEL POLICIES AND PROCEDURES MANUAL**

SECTION: Recruitment and Employment	Section: I
	Subject: A
SUBJECT: Sources of Applicants for Staff (Non-Faculty) Positions	Effective: 06/05/09
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SOURCES OF APPLICANTS FOR STAFF (NON-FACULTY) POSITIONS

It is the policy of South Carolina State University that persons will be recruited and selected for employment on the basis of training, experience, and other characteristics which best suit an individual to the job to be performed. To accomplish this, all recruitment and selection activities shall be coordinated by the Office of Human Resource Management. Human Resource Management is responsible for ensuring that all personnel related legal and reporting requirements are met.

The Office of Human Resource Management recognizes the following methods of advertising staff (non-academic) vacancies:

- A. Vacant positions are advertised via the University online [Employment Opportunities](#) web page for a minimum of five days.
- B. Individuals who do not have a personal computer on which to access the advertised positions, may view them on personnel computers housed in the Office of Human Resource Management.
- C. Departments that need special recruiting services must coordinate with the Office of Human Resource Management for newspaper, periodical and/or web advertising.

Anyone needing additional information on posted vacancies should contact the Office of Human Resource Management at (803) 536-7047 or humanresources@scsu.edu.