

Applicant Clearinghouse Instructions

- The Critical Hire for Faculty must be approved through the Provost before posting a position.

Instructions for Posting

- Complete the Position Vacancy Announcement (enclosed).
- E-mail the Position Vacancy Announcement to Alicia Hargraves-Bradford in Human Resources (include copy of job announcement in Word) at ahargrav@westga.edu.
- Retain a copy of the announcement in the department.
- Once the position is posted in the Applicant Clearinghouse, HR will send an email to the department which includes the;
 - Applicant Data Sheet – to be mailed or emailed to the applicants. **If emailed, please instruct applicants to complete and email the data sheet directly to Human Resources, not to the search committee chair, as demographic information is confidential.**
 - Affirmative Action Checklist – to be completed and sent to HR when the position is filled.
- HR will email a copy of the Registrant List to the search committee chair designated on the position vacancy announcement.

Instructions for Closing a Posting

- Contact HR for the applicant data.
- Complete the Affirmative Action Checklist form (mentioned above) using the applicant data sent from HR.
- Email the Affirmative Action Checklist to Alicia Hargraves-Bradford, who will then close the posting with the Applicant Clearinghouse.



**UNIVERSITY SYSTEM OF GEORGIA
APPLICANT CLEARINGHOUSE**

POSITION VACANCY ANNOUNCEMENT

1. INSTITUTION:	540 UNIVERSITY OF WEST GEORGIA		
2. LOCATION:	<i>(College/Division/School):</i>	Dept:	
3. POSITION TITLE:		<input type="checkbox"/> "X" if New Position	
Annual Salary			
Contract Period (10-Month or 12-Month)			
Discipline(s)			

4. REQUIRED QUALIFICATIONS:			
Degree			
Experience (years)			
Special Requirements			
5. RECRUITMENT DATA:			
Application Deadline			
Position Starting Date (specific date)			
Search Chair			
Phone Number			
Dept. Web Site URL			