PROCESSES FOR HIRING STAFF POSITIONS

To recruit for a staff position within the Rollins School of Public Health, please email the following to RSPH HR:

- A completed Recruitment Request Form (found under the Forms - Recruitment Forms heading at http://www.sph.emory.edu/about/admin_and_finance/hr_payroll.html). This form includes health and safety questions.

- Any additional information you would like posted (in addition to the standard Emory job description.)

- A position description summarizing the key responsibilities and the credentials you are seeking.

All positions will be routed for required RSPH approvals and posted through the Emory Careers website.

In some rare instances a well-qualified candidate may be identified for a staff position without conducting an open recruitment effort. In such a case, the individual may be hired through the Administrative Decision process. To process an administrative decision request, email the following information to RSPH HR:

- A completed Recruitment Request Form (found under the Forms - Recruitment Forms heading at http://www.sph.emory.edu/about/admin_and_finance/hr_payroll.html). This form includes health and safety questions.

- A position description summarizing the key responsibilities and credentials you are seeking.

- A brief explanation of the unusual or specialized skills the job requires and how the candidate is uniquely qualified to fill the position.

RSPH will submit this information to the main Human Resources Office for review and approval. The candidate must complete an online profile through the Emory Careers website before final approval can be given.