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Search Process - Unclassified and University Support Staff Positions

Important: Information on this page is followed when a search for an opening is conducted through GUS Recruit (e.g. opening is advertised; applications are received and reviewed; candidates are interviewed, etc.). If no search is conducted (e.g. employees need to be reappointed), campus will use the GUS Classic Electronic Appointment Process (EAP) as is currently used.

Responsibility for monitoring recruitment and hiring procedures for Unclassified and University Support Staff (USS) positions is shared by the Office of Institutional Equity (faculty and unclassified staff) and Human Resources (USS). Pittsburg State University is committed to providing an equal opportunity for all qualified individuals to be considered for employment and for all benefits and conditions of employment.

As best practices and laws may change fairly frequently, prior to beginning a search, each search committee member should review the Search Committee Guidelines. This information gives the specifics of what is expected when conducting a search. If additional assistance is needed, the search committee chair or search committee members may contact the Office of Institutional Equity (faculty and unclassified staff positions) or Human Resources (USS positions) at any time regarding any questions or issues that arise while conducting a search and hire.

[Search Committee Guidelines](#)

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