

Recruiting Process

1. Email Requisition Form to HR Generalist. If this is a replacement position, please email the form directly to HR Generalist. If this is an additional position, please email directly to your Regional Manager for approval and forward approval and Requisition Form to HR Generalist. Please ensure the form is completed in its entirety.
2. HR Generalist will post job openings to Paycom and outside job sites.
3. Please make sure all applicants apply online <https://foundersgroupinternational.com/myrtle-beach-golf-jobs/> . This includes walk-ins and referrals.
4. If the employee was referred by another employee, please make sure they note that on their application.
5. HR Generalist will pre-screen candidates and send resumes and notes from pre-screening of those that best match the needs of the position.
6. The Manager will schedule interviews with candidates selected, please let your HR Generalist know what day and time candidates will be interviewed. HR Generalist will attend interviews as needed and can provide you with assistance on questions to ask.
7. HR Generalist can assist in calling for references. References do not need to be checked on all positions but should be checked on positions of management, supervision or those of extended responsibility and technical skills.
8. When the decision has been made on who to hire, the manager will send an email to their HR Generalist, Maria Dismuke or Sharon Pinnell along with valid information such as hourly rate agreed upon, start date and verify part time or full time. You no longer need to have applicant sign a terms of employment; we will send an offer letter. Recruiting will then stop for that position unless more than one person is needed.
9. HR Generalist will send an offer letter, once the offer letter is returned HR Generalist will send background check (if required for the position) and onboarding to the applicant to complete the hiring process.
10. Once the applicant is hired, manager will receive a copy of an email addressed to the new hire welcoming them to Founders Group, this will be your indication the hiring process has been completed. You will then contact the new hire to confirm their start date and upcoming schedule.

Staffing Requisition



Location: _____

Department: _____

Position Title: _____

(*choose from list of positions)

Home Department only ☐ OR

Secondary Dept.: _____ Rate _____

Payroll Allocation(s)

Secondary Dept.: _____ Rate _____

Requisition Date: _____

Post Position by Date : _____

☐ Regular Full Time

☐ Regular Part Time (16-29 hrs/wk)

☐ Regular Part Time (less 16 hrs/wk)

☐ Post Internally ONLY

☐ Post Externally ONLY

☐ Post Internally AND Externally

Please specify the exact hours and days the position should work:

Proposed Starting Pay Rate: _____

If Salary, annual: _____

Is the position a replacement? ☐ YES ☐ NO

If yes, replacing who? _____

If no, is the position an addition to staff?

☐ YES ☐ NO

(any addition to staff must be approved by your Regional Manager)

Is this a newly created position?

☐ YES* ☐ NO

(*If yes, please attach job description)

(Newly created position must be approved by your Regional Manager)

Will the employee drive a company vehicle? ☐ YES ☐ NO

Approval:

(Please obtain required signatures prior to submitting form to Human Resources)

Department Manager:

(Required for all Requisitions)

Print Name: _____

Signature: _____

Regional Approval:

(Required for addition to current staff
or newly created positions)

Print Name: _____

Signature: _____

***Managers must choose from our current list of positions that most fit job duty**