

LECTURER POSTING AND HIRING PROCEDURE

Creates Campaign

- A campaign (expression of interest) will be posted by the colleges in the PageUp System each fiscal year. Campaigns serve as a recruitment tool for new applicants to express interest in Lecturer positions on the career site. **The campaign PARF should not be used as the PARF for the departments to hire Lecturers.**

Advertising for Campaigns

- HRM will source/post a new campaign to the careers website (no approvals needed) at the beginning of each fiscal year. Campaigns (pools) for Lecturer positions will be effective from July 1 through June 30 each fiscal year.

Dean's Offices Review Expression of Interest

- Hiring Coordinator in office of the Dean will have access to applicants who express interest in Lecturer positions beginning on the first day the campaign is posted.
- The Hiring Coordinator in the Dean's office will assign interested applicants to the appropriate departments (users) as appropriate.

Create PARF (As Lecturers are Identified)

- **New Hire** — Once a Lecturer position has been identified to be filled by a new hire, a Position Approval Request Form (PARF) is created in the PageUp System by the hiring department. A new PARF is needed each semester (fall, spring, and summer).
- **Reappointment** — If there is no break in service and/or no change to the FTE (full-time equivalent) or salary, Lecturers can be reappointed by submitting an Employment Action Form (EAF).
- **Status Change** — If there is no break in service, but there is a change to FTE (full-time equivalency) and/or salary, Lecturers can be reappointed by submitting an Employment Action Form (EAF) as a "status change."
- **Rehire** — If there is a break in service, a Position Approval Request Form (PARF) must be submitted in the PageUp System.
- Please note that multiple positions can be filled by the hiring department utilizing the same Position Approval Request Form (PARF).

Route PARF to HR Generalist

- Hiring Coordinator routes PARF for approval through the appropriate approval process through the Office of the Provost (HR Generalist will not be included on the routing).
- Once the PARF is approved, HR Generalist will create a blind posting/sourcing and send the link via email to the Hiring Coordinator. ***A blind posting is a posting that is created for the Career site, but is not visible to any applicants.***

Applicant Submits Application Materials

- Hiring Coordinator sends link to applicant for the blind posting via email to submit electronically the application and/or documents for the position. The applicant should be asked to notify the Hiring Coordinator after the application has been submitted online.

Job Offer

- Hiring Department makes verbal offer and prepares offer letter (electronic budget transfer must be attached, if applicable. Then, obtains the appropriate approvals, electronically.)
- Hiring Coordinator will be notified via email when the final approval has been obtained. The offer should not be made until the email has been received by the hiring coordinator granting the approval.)

Make Online Offer

- Once all approvals have been obtained for the offer letter, the online offer may be made to the candidate in the PageUp System.

Acceptance Recorded

- Candidate accepts position and completes MSU Onboarding Form. Emails will be sent to Hiring Coordinator after the offer is accepted and the MSU Onboarding Form has been completed.
- Employee information is entered into BANNER by HRM. Email is generated by BANNER to Hiring Coordinator with MSU ID and NetId.

Complete and Submit New Hire Paperwork

- Applicant has access to the Onboarding Portal. Hiring Coordinator coordinates completion of new hire paperwork through the tasks in the workflow.
- Hiring Coordinator submits paperwork to HRM by payroll deadline date. (See this link: <http://www.controller.msstate.edu/payroll/dates/>)

Job Filled

- Hiring Coordinator closes out the job in the system and changes PARF status to Filled.