


# MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

## GETTING STARTED WITH THE RECRUITMENT MODULE

Before you can access the MSU Online Employment System, you must complete the User Account Request form, located on the Human Resources Management website, and submit the form to Human Resources Department to set up your user account.

Please notice within the form, you have two User Types:

- Hiring Coordinator
- Hiring Authority


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REQUEST USER ACCOUNT IN MSU RECRUITMENT SYSTEM

**MSU ID NUMBER:** \_\_\_\_\_  
**FIRST NAME:** \_\_\_\_\_  
**LAST NAME:** \_\_\_\_\_  
**MSU NET ID:** \_\_\_\_\_  
**TITLE:** \_\_\_\_\_  
**PHONE NUMBER:** \_\_\_\_\_  
**EMAIL ADDRESS:** \_\_\_\_\_

PLEASE LIST DEPARTMENTS THAT YOU NEED ACCESS TO

	DEPARTMENT NAME:	ORG #
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

PLEASE SELECT THE USER TYPE(S) YOU ARE REQUESTING TO BE SET

**Hiring Coordinator** -- Works with HRM to prepare or identify job description and ensures procedures for review and approval are met at the department level. Initiates and routes Position Approval Request Form (PARF)/job card for review and approval. Coordinates external advertisement if appropriate. Processes online offer and closes out job posting in the recruitment system. Notifies interviewees not selected.

**Hiring Authority** -- Identifies hiring need, identifies or develops position description, recruitment plan, organizational chart and other recruitment related documents. For staff positions, reviews recruitment and provides oversight of the recruitment process including interviewing, identifying final candidate, and offer. (i.e., Department Head, Manager, or Supervisor)

INSTRUCTIONS

Please return to Human Resources Management (Mailstop 9603). Thank you.

Department Head Signature	Department Head Title	Date
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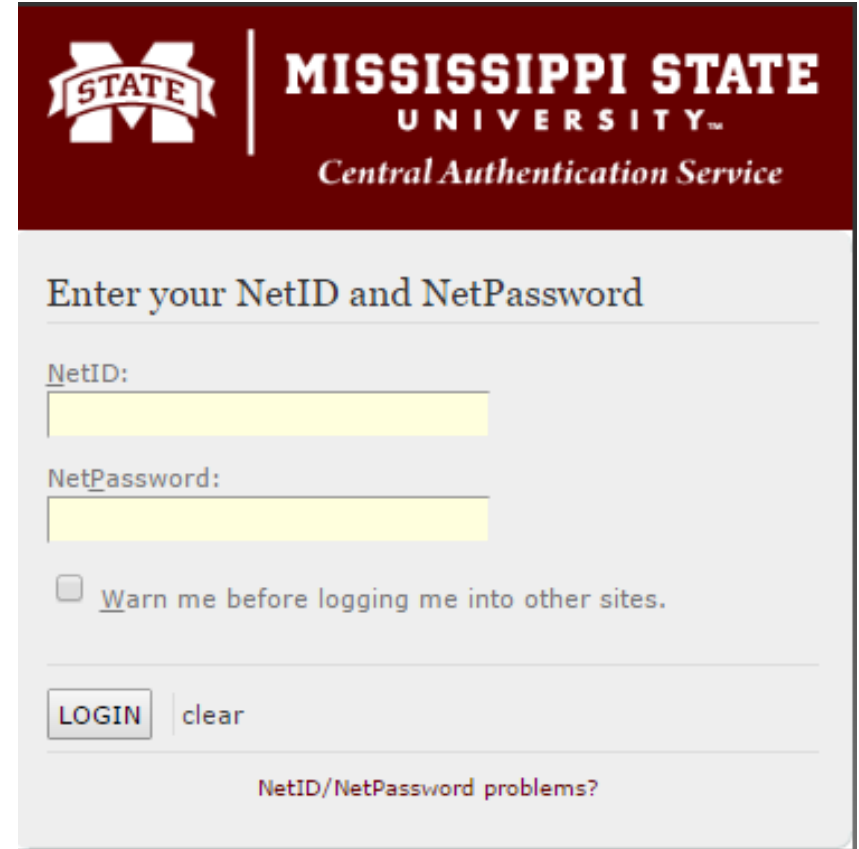
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Once HRM notifies you that your request for setting up a user type has been approved, you will then be able to log in to the system with your MSU Net ID and Net Password.

**To access the MSU Online Employment System:**

<https://msstate.pageuppeople.com/> using your MSU Net ID and Net Password.



The screenshot shows the login interface for the Mississippi State University Central Authentication Service. At the top, there is a dark red header with the MSU logo on the left and the text "MISSISSIPPI STATE UNIVERSITY" and "Central Authentication Service" on the right. Below the header, the main content area is light gray and contains the heading "Enter your NetID and NetPassword". There are two input fields: "NetID:" and "NetPassword:", both with yellow highlights. Below the password field is a checkbox labeled "Warn me before logging me into other sites." At the bottom of the form, there is a "LOGIN" button and a "clear" link. A link for "NetID/NetPassword problems?" is located at the very bottom of the form area.

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Once you log into the website, you will see the following **Home Screen**. The bubble displayed will vary, depending on the type of access you have. Contact your HR Generalist if you have questions regarding what you see on the home screen.

You are controlling Harry Hire's account. To return to your account, click the link at the top right. [Back to your account](#)

**MISSISSIPPI STATE UNIVERSITY**

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. You may notice our new look and feel, [click here to get more information](#).

Recent items ▾ Quick search Harry ▾ ⓘ ☰

Welcome Harry

- NEW JOB** New job  
10 - jobs open
- APPROVALS** 0 - jobs awaiting your approval
- ADVERTISEMENTS** 9 - open advertisements
- SEARCH COMMITTEE REVIEW** 0 - jobs requiring search committee review
- APPLICATIONS** 0 - jobs have applicants for review  
0 - applicants assigned to you for review
- OFFERS** 0 - offers awaiting your approval  
11 - new hires  
71 - new hire tasks

**HAMBURGER VIEW** →

**BUBBLE VIEW** ↑

**PageUp**

- Update profile
- Home
- New job
- Jobs open
- Approvals
- Advertisements
- Search committee review
- Applications
- Assigned applications
- Offers
- New new hires
- My new hire tasks

**Jobs**

- Manage jobs

**Applicants**

- Applicant search
- Manage applications

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## GETTING STARTED WITH THE RECRUITMENT MODULE

### Hamburger View Menu



#### New Job

Select to create a new posting

#### Jobs Open

Select to view requisitions currently posted

#### Approvals

Select approval to view requisitions pending approval

#### Advertisements

#### Search Committee Review

Select to view requisitions that have been assigned a search committee.

#### Applications

Select manage applications to view applicant details associated with a specific requisition

#### Assigned Applications

Select to view requisitions that are assigned to applications

#### Offers

Select pending offers to view offers pending approval

#### New Hires

Select to view offer details associated with applicants recently hired

#### My New Hire Task

Select to view and manage onboarding tasks assigned to applicants/Hiring Coordinators you recently hired

### Manage Jobs

Select to view requisition details and applicant details

### Applicant Search

Select to search for an applicant based on specific criteria

### Manage Applications

Select to view applicant details associated with a specific requisition