REGULAR EXTERNAL FACULTY OR STAFF POSTING HIRING PROCEDURE

Creates PARF

- Hiring Coordinator creates the Position Approval Request Form (PARF.)

Route for Approval

- **Hiring Coordinator should select the appropriate approval process and route the PARF electronically for approval.**
- Hiring Coordinator, Additional Hiring Coordinator (if applicable), and HR Generalist will be notified via email once the final approval has been obtained.

Advertising

- Once all approvals for the PARF have been obtained, HR Generalist will source/post the job to the careers website. Professional positions and above will be posted for 15 calendar days and support staff positions will be posted for 7 calendar days.
- **Tenure-track faculty positions must be advertised in an electronic or print based national professional journal for 30 days. Please contact your HR Generalist for more information.**
- Additional advertising is done at the discretion of the department. Advertising text should be approved by HRM prior to posting the advertisement.

Screening and Evaluating Applicant Materials

- Departments will have access to online applicants beginning on the first day the job is posted. The HR Generalist will put a screening date in the PARF. Applicants should not be interviewed prior to this screening date.
- **Hiring Departments are responsible for screening the applicant pools for all <u>posted positions</u> to ensure that each applicant meets the minimum qualifications.**

Interviewing and Reference Checks

- Search committee and/or hiring department selects applicants and conducts interviews (telephone and/or face to face.) Performs reference checks on candidates, as appropriate.

Job Offer

- Hiring department makes verbal offer; negotiates salary and start date with the candidate.
- Hiring Coordinator prepares the offer letter, selects appropriate approval process, and routes for approval electronically.
- Hiring Coordinator will be notified via email when the final approval has been obtained.

Make Online Offer

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

Acceptance Recorded

- Candidate accepts position and completes MSU Onboarding Form; Employee information is entered into BANNER in HRM. BANNER sends an email to Hiring Coordinator with MSU ID number and NetID.
- Applicant has access to the Onboarding Portal. Hiring Coordinator coordinates completion of new hire paperwork through the tasks in the online workflows.
- Hiring Coordinator submits paperwork to HRM by the payroll deadline date.
- 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.