

WAIVER/ADMINISTRATIVE TRANSFER HIRING PROCEDURE

Create PARF

- Hiring Coordinator creates the Position Approval Request Form (PARF) and selects the appropriate option from the field, **Type of Posting** (Waiver or Administrative Transfer).
- Hiring Coordinator selects the reason and provides the justification for the waiver or administrative transfer in the appropriate fields.
- PARF is routed to HR Generalist for approval.

Route PARF to HR Generalist

- HR Generalist receives PARF and creates blind posting or assigns the applicants from a previous PARF (if requesting to use a previous pool of applicants.)
- *A **blind posting** is a posting that is created for the Career site, but is not visible to any applicants except via link.*
- HR Generalist sends a link to the Hiring Coordinator.
- Approval process is cancelled by the HR Generalist and PARF is returned back to Hiring Coordinator.

Applicant Submits Application Materials

- If applicable, the Hiring Coordinator sends a link to the 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.

Hiring Coordinator Uploads Applicant Materials into Document Tab on the PARF

- Hiring Coordinator saves applicant materials in PDF file and uploads into the Document Tab on the PARF (see next page for instructions).

Route for Approval

- Hiring Coordinator selects a generic approval process (up to the level of President, Provost, Vice President, or Athletic Director) to include the appropriate HR Generalist and Chief Human Resources Officer, as the last approvers.
- The Hiring Coordinator, Hiring Authority, and HR Generalist will receive an email when the final approval has been obtained.

Job Offer

- Hiring Department makes verbal offer and prepares the offer letter. Then, obtains the appropriate approvals, 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.

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/>)

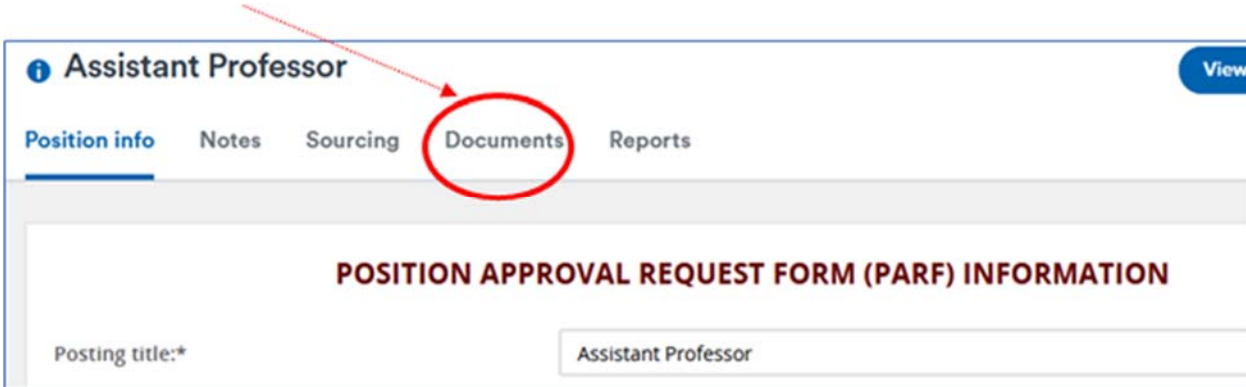
Job Filled

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

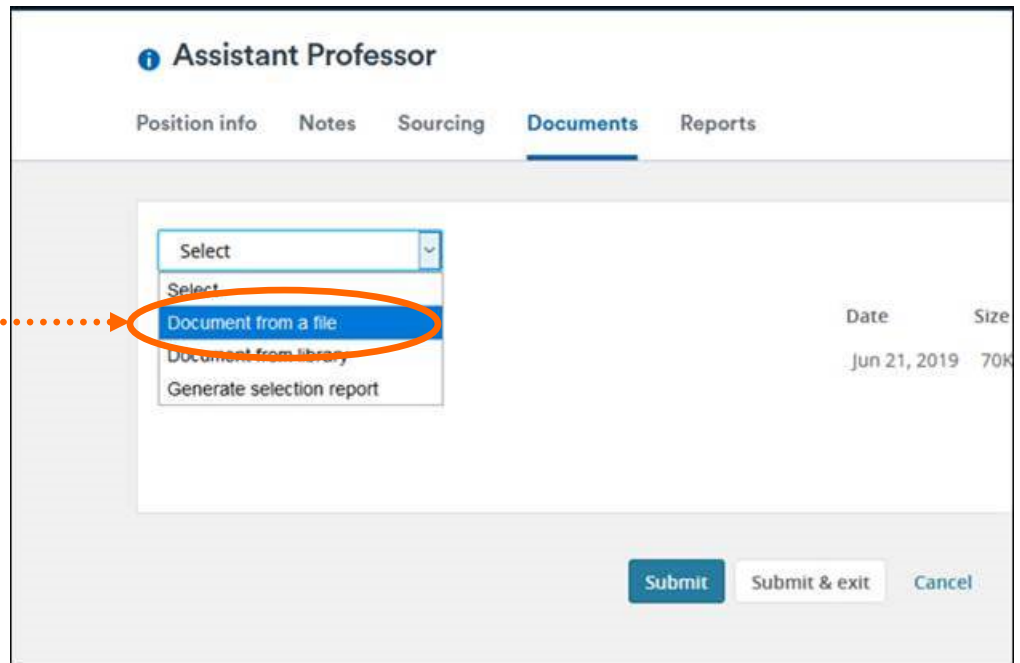
HRM

Instructions for uploading Applicant Materials into the Document Tab on the PARF

1. Under the **Documents** tab, applicant materials can be stored.



2. Select **Document from file.**



3. Select **Upload file** with Document Category **Applicant Materials**. Find the appropriate file in your directory. Select it and click on **Submit and Close**.

