

MISSISSIPPI STATE UNIVERSITY RECRUITMENT MODULE

HELPFUL HINTS ON HOW TO COMPLETE THE REQUISITION (PARF)

FIELD NAME	APPROPRIATE INFORMATION REQUIRED
REQUISITION INFORMATION	
Posting Title (Required Field)	Title or titles to be advertised
Area of Specialization	The department/unit may specify the area of specialty in this field. This field is used when hiring for a Faculty position.
PARF NUMBER	The system will create the PARF Number.
HEADCOUNT MANAGEMENT	
Position No./Type (Required Field)	A position number must be entered if the position is an existing position and select "Replacement" as the position type. If there are more than one positions being filled from the PARF, all position numbers should be entered.
POSITION DETAILS	
For staff positions that are new or modified, has the position been reviewed by HRM? (For faculty positions, select no.) (Required Field)	Please select yes or no.
Current/Previous Incumbent Name	If this is an existing position, the incumbent's name must be entered in this field. The position number entered in the previous selection (if not a new position number) should populate the incumbent name into this field.
Resignation Date (if applicable)	If this is an <u>existing</u> position, the resignation date must be entered in this field. Please select the date box to your right to select the resignation date.
Division (Required Field)	The division should be selected from the drop-down list or populate based on the position number.
Department (Required Field)	The department should be selected from the drop-down list or populate based on the position number.
Recruitment Process (Required Field)	SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Executive/Managerial/Administrative or Faculty • Extension Agent • Intermittent Worker • Lecturer • Lecturer Expression of Interest • Professional • Rehired Retiree • Support Staff • Waiver or Admin Transfer
Department Profile	Specific information about the department/program may be entered in this field. This field shows in the details of the job posting to applicants.
Type of Posting (Required Field)	SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • External • Internal • Lecturer • Positions Not to Be Posted on Website (e.g., Postdoctoral Associate or Intermittent Worker) • Waiver/Admin Transfer • For Advertising Purposes Only

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Position Type (Required Field)	SELECT THE APPROPRIATE POSITION TYPE FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Intermittent • Rehired Retiree • Part-Time 9 Month • Part-Time 12 Month • Regular Full-Time 9 Month • Regular Full-Time 12 Month • Time Limited Full-Time 9 Month • Time Limited Full-Time 12 Month • Time Limited Part-Time 9 Month • Time Limited Part-Time 12 Month
Enter FTE % if Part-Time	The percentage of FTE should be entered if less than 100% FTE. Do not include a % or decimal point.
If Time-Limited Enter Ending Date	Ending date should be entered for Time-Limited positions.
Tenure-Track Status (Required Field)	Tenure-Track, Tenured or Non Tenure-Track should be selected for Faculty positions. All other positions should select not applicable. SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Tenure Track • Tenured • Non-Tenure Track • N/A
Anticipated appointment date (Required Field)	The anticipated start date.
HRM	
EEO Code	This field will automatically be displayed if a position # was entered. If blank, the HR Generalist will complete.
EEO/EClass Codes (HRM Use Only)	The field combines the EEO Code, 9 or 12 Month appointment, and EClass Codes. HRM enters this information prior to advertising the job on the website. For example if a job is clerical position that is 12-month and full-time, the code would be 50 – 12 – HF.
Screening Begin Date (Required Field)	HR Generalist will complete this field when the position is posted.
Funding Information	
Is this a Joint Appointment? (Required Field)	Is this a joint position across divisions?
Is this position budgeted? (Required Field)	Must select yes or no.
Amount Budgeted (i.e. 99,999)	How much is budgeted for the position? This amount should be entered into this field.
Fiscal Year (i.e., 20XX)	Fiscal year funds apply.
Restricted Clause (Required Field)	SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Not Applicable • Position contingent upon funding availability

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FIELD NAME	APPROPRIATE INFORMATION REQUIRED
Account Information (Enter information and percentages for all funds (Fund-Org-Program-Activity and Percentage) (Required Field))	Funding sources should be entered here.
Comments regarding source of position funding	This field is not seen by applicants and should be specific to any budget information etc. For example, if the expected rate of pay is greater than the amount budgeted, this field should include an explanation of where the funding will come from.
Waiver/Admin Transfer	
Do you wish to apply for a waiver for the posting (Required Field)	Please select yes or no.
Reason for Waiver (Required Field)	SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST <ul style="list-style-type: none"> • Not Applicable • Administrative Transfer • Business or Instructional Necessity • Internal Recruitment • Use of Existing Qualified Applicant Pool • Appointment to Permanent Position Without Search
Justification for Request	Must provide a justification if requesting a waiver. Do not complete this field if you are not requesting a waiver.
Name of New hire (if applicable for waiver request)	
Salary request (If applicable for waiver request)	
If request to use existing pool what is the PARF?	Enter PARF # if applicable.
Position Description	
Salary Grade (Required Field)	Please enter the salary grade for this posting.
If UC; provide the salary range	If the position has the UC grade, please provide the salary range.
Position Function (Required Field)	<p>The position function is a brief narrative picture of the job that explains why the job exists. It gives the reader an immediate impression of the position's overall role at the University. The position function should provide enough information to differentiate the job from other jobs. This section should never exceed three or four lines. Since brevity, accuracy and objectivity are primary goals in writing the position function, it is wise to follow these three basic rules:</p> <ul style="list-style-type: none"> • Start with an action word (verb) • Briefly explain what is done. • Explain why the action is performed; in other words, what the position's primary purpose is for existing at MSU. Include the overall end result the job exists to produce. <p>For example, the job purpose for a Director of Alumni Programs may be: "Develops and executes MSU alumni activities and services so that alumni maintain close ties with the University through continued involvement and support." It would break down as follows:</p> <ul style="list-style-type: none"> • Action Word(s) – Develops and executes.

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FIELD NAME	APPROPRIATE INFORMATION REQUIRED
	<ul style="list-style-type: none"> What's Done – Execution of MSU alumni activities and services. Why or End Result - So that alumni maintain close ties with the University through continued involvement and support.
Essential Duties/Responsibilities (Required Field)	<p>Essential duties/responsibilities describe the major end results for which an incumbent is answerable or responsible. Because they represent the component parts of why the position exists, they support the position function and are vital to its achievement. The sum of a position's essential duties/responsibilities makes the position function statement happen.</p> <p>These are the specific results expected from the position on an ongoing basis. Here you describe the activities the employee performs and the results of those activities. Essential duties/responsibilities are accomplishments that must be achieved to call the position complete.</p> <p>Because of the emphasis on "essential," there should only be four to eight essential duties/responsibilities for any position.</p>
Minimum Qualifications (Required Field)	<p>Minimum qualifications should describe position requirements, not human characteristics. They are typically described in terms of experience or education. They define the minimum level of skills needed by an employee to perform the job and meet the job's standards.</p> <ul style="list-style-type: none"> Experience. How long must the incumbent have worked in this type of position at other organizations or in closely related positions to perform this position? What is the mix between experience with any employer and experience at MSU or another University? Education. What does the job require in terms of formal schooling, training or knowledge of a specialized field? (Education includes any special licenses or certifications.) <p>You should make the minimum qualifications conform with the essential duties/responsibilities. For example, if the position holder is not required to perform any duty requiring more than a college education, job specifications concerning a graduate degree can (and certainly should) be eliminated. Invalid job qualifications are of no use to anyone, and may actually end up harming the individual and MSU.</p>
ABDs or degree pending considered (all but DISS)	<p>SELECT THE APPROPRIATE SELECTION FROM THE DROPDOWN LIST</p> <ul style="list-style-type: none"> No Not Applicable Yes
Preferred Qualifications	Preferred qualifications may be stated in this field.
Knowledge, Skills, and Abilities.	List the knowledge, skills, and abilities necessary to satisfactorily perform the job. List only non-discriminatory, job-related items.
Working Conditions and Physical Effort	<p>For each essential duty/responsibility, there are physical and mental abilities needed to successfully achieve the expected results.</p> <p>Physical abilities include things like:</p> <ul style="list-style-type: none"> Lifting, pushing, pulling, and/or carrying a certain amount of weight. Standing, walking, climbing, stooping, crawling, and so on. Talking, hearing, and seeing (seeing may include color, depth and field of vision). Repetitive motions. <p>Mental abilities look at:</p> <ul style="list-style-type: none"> Reading, writing, and verbal communication. Problem solving regarding using math or logic. <p>Example Working Conditions and Physical Effort statements are:</p> <ul style="list-style-type: none"> Lifts 50 pounds frequently. Stands for periods of time up to two hours in length. Concentrates on documents for periods of time up to three hours in length. Types documents for periods of time up to three hours in length without a break. <p>The importance of examining and describing physical and mental requirements has increased because of the Americans with Disabilities Act (ADA). This act requires most employers to modify those requirements, if such accommodations are reasonable, so that potential and current employees with disabilities can successfully perform a job.</p>

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FIELD NAME	APPROPRIATE INFORMATION REQUIRED
Instructions for Applying (Required Field)	Provide information on where to apply and what documents are required to submit. Contact information should be included here, if it is to be included in the posting.
Is Resume required for Application (Cover letter and resume are required for professional positions and above.)	Please select yes or no.
SELECTION CRITERIA	
Selection Criteria	The Selection Criteria functionality can be used across all position types. Users can add selection criteria, which comes from a library of criteria.
SEARCH COMMITTEE	
Do you wish to utilize a search committee?	Please select yes or no.
Search committee chair	Please provide the name of the search committee chair if applicable.
Add Search committee members	Please add the committee members by selecting "Add Search Committee Members"
ADDITIONAL VIEWERS	
Add Additional Viewers	Allows additional viewers to be added to view applicants.
ADVERTISING DETAILS	
If you plan to advertise externally indicate the advertising sources	Please select the appropriate advertising source.
Please list any other sources	Please list other source of advertising if applicable.
Work location (Required Field)	Please select the work location from the dropdown list.
USERS AND APPROVALS	
Additional Hiring Coordinator	Enter the name of the person you would like to help with the hiring tasks.
Hiring Coordinator (Required Field)	Enter the name of the Hiring Coordinator

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FIELD NAME	APPROPRIATE INFORMATION REQUIRED
Approval Process (Required Field)	Select the appropriate approval process for your department.
HR Business Partner (Required Field)	Enter the appropriate HR Business Partner for your department.