

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	EMPLOYMENT POLICIES AND PROCEDURES - RECRUITMENT AND HIRING				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

University Employee Policy

3.0 POLICY

Human Resources is responsible for the recruiting activities and the hiring process for budgeted and approved classified and professional staff positions in all departments of the University. If an applicant initially contacts a department, the applicant should be directed to Human Resources. Regardless of the availability of a position, no employment offer should be made until all employment procedures have been followed. The *Recruiting & New Hire Procedures Checklist* outlines the University's recruitment and employment process for non-faculty employees and is available on the Human Resources Intranet/SharePoint site for reference. Any questions about the recruitment and employment process should be directed to Human Resources. The preferred method of applying for a position at the University is via an electronic application by visiting www.mssu.edu/jobs.

Instructions for applying for faculty positions, full-time, part-time Adjunct positions, and on-line instructors, are also provided on the Human Resources Intranet/SharePoint site. Applicant materials for all faculty positions are coordinated through Human Resources. The preferred method of applying for a faculty position at the University is via an electronic application by visiting www.mssu.edu/jobs.

For classified positions, an *internal* job posting procedure is typically used to notify employees of full-time job opportunities. These job announcements generally include the title, department, hourly wage, minimum hiring qualifications, and the closing date for filing internal applications. These announcements are posted on the electronic bulletin board outside the Human Resources Office, sent to all employees through campus e-mail, and posted on the university's intranet web site. An Internal Job Application form is available in an electronic format on SharePoint and should be used when applying for a transfer or promotional position within the classified jobs group. Current employees have 5 working days to apply for an internal job opening before external applicants are considered (See the "Promotion and Transfer" policy in this Handbook.)

Open classified and professional positions may also be advertised in local newspapers and on other employment oriented websites. Individuals applying for open positions with the University must complete the applicable application for the position as given through the University's applicant tracking portal located on the Human Resources website. Each position will require the applicant, whether internal or external, to complete the applicable online employment application through the University's

applicant tracking portal along with the applicable additional information such as a resume, unofficial transcripts, and references if required.

Each professional position will require the applicant, whether internal or external, to complete the applicable online employment application through the University's applicant tracking portal along with applicable additional information such as a resume, unofficial transcripts, and references.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS