

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2017*	Category:	All University Employee Policies
Name:	PROCESSING EMPLOYMENT APPLICATIONS POLICY				

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

Applications and resumes received by Human Resources are tracked in an Applicant Tracking System online and forwarded electronically to the hiring supervisor for review. Following review, selected qualified candidates are then asked to interview for the vacant position. The hiring supervisor may form a committee to assist in the screening and interviewing process or ask the Human Resources Office for assistance. Human Resources is also available for benefit overviews when the hiring departments request such assistance. At the conclusion of the interviewing process, a decision is made as to who is the best qualified individual to fill the vacant position. Human Resources is available to conduct reference checks to verify the applicant's prior work history, education, etc., if the hiring department has not done so. Please note that reference checks are required.

Once an offer of employment is extended and an applicant has accepted the employment offer, Human Resources will present to the candidate a background release through our online onboarding process. Once the criminal and sex offender background (credit check when applicable) has been completed, the hiring department will be notified and an official start date can be determined. An employment confirmation letter is prepared and sent to applicants who accept staff positions. Complete hiring instructions are located on the Human Resources Intranet/SharePoint site.

During the first few days of employment, an employee will be required to attend or complete an orientation process conducted by HR and/or other various MSSU departments. During orientation, employees receive information regarding University policies, benefit programs, and other general information about the University. Employees are asked to complete all employment paperwork, such as retirement and insurance enrollment forms, beneficiary designation forms, and appropriate federal and state tax-withholding forms. Employees should use the orientation process to learn about the University and applicable employment policies and benefits. A portion of the employees onboarding paperwork will be completed online. Departments are expected to provide their employees with a more specific orientation about the department and the employee's position. Additional training programs may be arranged during the first few weeks or months of employment. Specific training and/or orientation instructions will be given when applicable.

Off-site employees will be supplied appropriate orientation paperwork via an electronic method to accommodate those to whom it is not feasible to physically report to the MSSU main campus.

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