

Mississippi University for Women Unit Manager Information

PROCEDURES FOR STAFF RECRUITMENT/HIRING (See PS 1301 for Faculty Recruitment/Hires. Academic Affairs is responsible for positing faculty positions.)

1. Unit manager/Department Head with vacancy should initiate a Position Justification and attach the job description.
2. Position Justification should be forwarded to the supervising President's Cabinet member (see Organizational Chart for signature hierarchy).
3. Upon the President's Cabinet member's approval, the signed Position Justification will be sent to the Vice President for Finance and Administration (VPFA) for approval.
4. The VPFA's office sends the Position Justification to the President for approval.
5. The President's Office forwards the approved Position Justification to Human Resources (HR).
6. HR develops a Position Announcement based on the information provided with the Position Justification. HR sends position announcement to hiring department for approval before posting. (Hiring department should note date for reviewing off-campus applications at the bottom of the Position Announcement. No off-campus applications may be considered for hire and no hire can be made until that date has passed.)
7. The campus is notified of all Position Announcements to give current employees the opportunity to apply.
8. Positions may not be filled until they have been posted on campus for 7 days (as noted at the bottom of the Position Announcement) at which time off-campus applications can be considered for the position.
9. Position Announcements are posted on the University's web site and on the bulletin board in the HR office.
10. HR will provide assistance in writing ads and recommending sources. However, the placement and payment of the ad is the responsibility of the department with the vacancy. It is **not** required that ads be placed off-campus. **Human Resources should be contacted before any ads are placed off-campus.**
11. HR makes a file for each open position. All information related to the recruitment process is maintained in the position file.
12. All applications and information should be directed to HR.
13. Upon receiving applications/information, HR keeps a scanned copy in the open position file and forwards the original to Unit Manager/Department Head, Search Committee Chairperson or the appropriate individual. HR makes every effort to process applications timely.
14. HR sends a "Thank you for your application" email/letter to all applicants that indicates that the information has been forwarded to the appropriate department, etc.
15. HR includes an Applicant Data Form with the "Thank You Email/Letter" which requests statistical information maintained in HR for reporting purposes. The candidate is asked to return the Applicant Data Form to HR, but is informed that the information provided is not a part of the application.
16. A Personnel Action Form (PAF) should be completed when a candidate is selected.
17. The PAF should be signed and approved by the unit manager/department head, the supervising President's Cabinet member, the Vice President for Finance and Administration, and the President (see Organizational Chart for signature hierarchy).
18. Upon receipt of an approved PAF, HR sends an employment letter to the new employee and sends a copy to the hiring manager.
19. HR notifies all applicants by email/letter once the position has been filled.
20. The files for positions that have been filled are maintained in the HR office for at least one year and not more than three years.
21. **Do not return the original applications to HR once a position has been filled. These files should be maintained in the department for at least one year and not more than three years.**