

THE UNIVERSITY OF MISSISSIPPI

HIRING PROCESS

GENERAL EMPLOYMENT POLICIES

OPENING A POSITION

The first step to be taken when opening a position is to complete the Personnel Requisition. The approval process for this form is:

- o Exempt Staff and Faculty: Department Head → Provost/Vice Chancellor → Chancellor → EO/RC → Human Resources
- o Non-exempt Staff: Department Head → Provost/Vice Chancellor → Human Resources

Positions received and approved by HR before noon each day will be opened as of the next day.

Anyone hired into a permanent Support Staff or Professional/Administrative position at the University of Mississippi will be required to complete six (6) months of employment before being allowed to apply for other positions on campus.

It is important to know if the position is classified or unclassified and if it is exempt or non-exempt.

CLASSIFIED: An official job description and pay rate range is maintained by HR (i.e. Project Coordinator, Senior Secretary, Carpenter).

UNCLASSIFIED: There is no official job description or pay rate range (i.e. faculty, department heads).

EXEMPT: Employees in these positions are exempt from being paid overtime

NON-EXEMPT: Employees in these positions must be paid overtime (in comp time or pay) for every hour worked over 40 in a week (i.e. Staff Assistant, Custodian).

If the position is classified, your requirements **MUST** match those listed on the official job description and you are limited to the new hire flexibility for that position. The hiring process will be handled somewhat differently between exempt and non-exempt positions. Human Resources screens applicants for non-exempt positions to make sure they meet the minimum qualifications. This is not done for exempt positions.

We do not post closing dates for any positions. We state simply that "all positions will be open until filled or an adequate applicant pool is reached." All positions must be posted a minimum of five (5) calendar days or less for non-exempt positions if 30 applications are "referred to the hiring manager". Five (5) calendar days includes weekends. Departments are responsible for requesting the position requisition be "closed" by selecting "Pending Close"

within PeopleAdmin (jobs.olemiss.edu/hr) or by submitting an email to employ@olemiss.edu with the request.

ADVERTISING/SOLICITING APPLICATIONS

All ads must include the following statement: "The University of Mississippi is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA employer." All ads should also direct applicants to apply online at <https://jobs.olemiss.edu>. Applications must be completed online for the person to be considered an applicant. The department is responsible for placing all outside advertisements. The Department of Human Resources will place ads on the online application site, the job line, America's Job Bank, and send copies of the job lists to the Mississippi Employment Security Commission.

The following publications are suggestions for placing ads:

The Chronicle of Higher Education—www.chronicle.com
Diverse, Issues in Higher Education—www.diverseeducation.com
Affirmative Action Register—www.aar-eeo.com
The Oxford Eagle— www.oxfordeagle.com
The Commercial Appeal— www.commercialappeal.com
The Clarion Ledger—www.clarionledger.com
The North Mississippi Daily Journal—www.djournal.com

Below is a summary of the Hiring Process at the University of Mississippi. The tasks involved are listed in order and by the department responsible for the tasks.

Hiring Department

- Create a personnel requisition in the online application/applicant tracking system (jobs.olemiss.edu/hr). For instructions on completing the personnel requisition, please refer to the HR Manual: <http://www.olemiss.edu/depts/HR/employ/hmmanual.pdf>.
- Submit the form through the proper channels:
 - Exempt Staff and Faculty: Department Head → Provost/Vice Chancellor → Chancellor → EO/RC → Human Resources
 - Non-exempt Staff: Department Head → Provost/Vice Chancellor → Human Resources

Human Resources

- Positions received and approved by HR by noon each day will be open effective the following day.
- Post the job on America's Job Bank, The University's Job Line, and disburse the job list to several external agencies.

Hiring Department

- Post advertisements with external publications, if desired.
- Direct all applicants to jobs.olemiss.edu for posting information and to apply for the position.

Human Resources

- HR will train hiring department on applicant maintenance, if needed.

Hiring Department

- If search committee is in place, the responsible hiring manager distributes guest user account information to all members, if desired. Review applications and additional materials (resumes, cover letters, etc) via online system. Refer to <http://www.olemiss.edu/depts/HR/employ/scmanual.pdf>.
- Once the position has been posted for five days, it may be closed. HR must be notified to close the position. This can be done via email (employ@olemiss.edu), by phone at 5690, or changing the status of the position to "Pending Close."
- Once a hiring decision is made, the hiring department may make an informal job offer to the selected candidate. Notify the candidate that he/she is being recommended for the position, pay rate, and start date. If the position is unclassified, this is a formal offer and instruct the candidate to contact HR.
- Maintain applicant status (<http://www.olemiss.edu/depts/HR/employ/hmmanual.pdf>). Be sure to mark all interviewed applicants as "Interviewed." The selected candidate will have a status of "EO Review" and all others will have a status of "Not Hired." Refer to <http://www.olemiss.edu/depts/HR/employ/nonselect.pdf> for a listing of acceptable not hired reasons.
- Process an E-form 1 (person new to UM) or E-form 3 (current UM employee).
- Once this form is received by EO/RC, a thorough compliance review will be conducted to insure adherence to established guidelines.

Human Resources

- Change the status of the applicant to "Hired" and the position to "Filled."
- Notify hiring department by e-mail and phone that the paperwork was approved.
- Call the selected candidate with formal offer and arrange appointment for paperwork processing.
- If the candidate declines the offer, HR will contact the hiring department. If the candidate is not able to start work on the day listed on the form, HR will change the date and contact the hiring department.

- Candidate MUST report to HR on their first day of employment. At this session, he/she will complete necessary paperwork, be provided information about on-line orientation, and provided the date of their paper completion session for benefits.
- Candidate must supply certain identification for completion of the I9-Employment Eligibility Form. A list of acceptable documents can be found at <http://www.olemiss.edu/depts/HR/forms/acceptabledocs.pdf>.

For tips on interviewing and checking references, refer to <http://www.olemiss.edu/depts/HR/employ/interview.html>.

Please understand that for an applicant to be considered, each must follow the appropriate application procedures to include completing an on-line application.

For more information please contact the Employment Office at 662.915.5690.