### **Classified Recruitment Flow Chart**

# Department Responsibilities

#### **HR Responsibilities**

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### **HR Responsibilities**

# Recruitment Authorization

#### **START HERE**

Create or revise Role Description (RD)

Review and approve Role Description

- •Create or revise <u>Vacancy</u> <u>Announcement(VA)</u> based on <u>RD</u>
- •Submit <u>Recruitment</u> <u>Authorization Form (RAF)</u> with necessary signatures

# Approve VA

#### **Recruitment Process**

- •Establish Search Committee and Chair
- •Schedule search committee orientation or submit verification of prior orientation

Create or revise based on <u>VA</u> - <u>Interview</u>, <u>Reference</u> <u>Questions</u> and <u>Skill Tests/s</u> Advertise job on MSU website, Chronicle, Job Service, and if noted additional locations

Approve Interview, Reference Questions and Skill Test/s (if applicable)

Collect EEO data

## **Search Process**

- •Receive all applications
- •When posting closes email list of applicants contact info to HR using the <u>Recruitment Reporting</u> Matrix
- •Notify HR of applicants claiming MPEA Layoff Pool or Veterans Preference

# •Committee members score applications using Applicant Screening Matrix •Committee Chair submits entire Applicant Screening Summary Matrix indicating candidates to interview

Approve list of applicants to interview

## Search Process Cont.

- Interview candidates
- •All Committee Members must take notes
- •Check minimum of two references of final candidate
- •At least 2 Committee Members must take notes

## Hiring/Post-Search

- •Committee agrees on final candidate
- •Complete <u>Search</u> <u>Summary/Hiring</u> <u>Rational/Wage Request</u>
- Approve final candidate selection
- •Extend verbal offer on condition of successful background check
- •Notify HR of accepted offer
- •Notify interviewed candidates by phone with regret call
- Notify non-interviewed candidates by mail with regret letter

- •Send authorization forms to candidate
- •Perform
- background check •Start Date will be
- •Start Date will be determined upon receipt of
- successful results
- Send Offer Letter based upon agreed start date
- •By 20<sup>th</sup> of the month of hire submit (if hired after 20<sup>th</sup> submit ASAP)
  - •EPAF
  - Signed Offer Letter
  - •I-9 (verify within 3 days)
  - •W-4
  - •Final Candidates Application
  - •<u>Selective Service</u> form (if applicable)
- •Give copy of Role Description to new employee
- •Register employee for NEO and NEBO

Finalize and enter paperwork in Banner

All documentation from search must be retained for 3 years in a secure (locked) location

Congratulations on a successful search and hire!