**MSUE EMPLOYMENT PROCEDURES – NON-ACADEMIC**

Updated May 2014

*These procedures are applicable for filling off campus support staff positions, including program assistant/associate/ instructor, 4-H program coordinator and clerical positions. This document does not apply to temporary or on-call employees. For temporary or on-call hiring information go to* [*http://od.msue.msu.edu/human\_resources/internal\_hiring\_procedures\_forms*](http://od.msue.msu.edu/human_resources/internal_hiring_procedures_forms)*.*

*Occasionally a University-type position will be needed in an off-campus location. These are positions such as secretaries, clerical support, county support, etc., that are not temporary or on-call positions. The hiring process for these positions is a bit different and MSUE HR will work closely with those involved in this recruiting process.*

**Items in red indicate the document and/or a sample document is available in the SharePoint folder: MSUE All Staff/Administrative Support/Recruiting Documents.**

**Items in green indicate the document and/or a sample is available on the MSUE HR web.**

**INVOLVEMENT OF THE INSTITUTE DIRECTOR**

The INSTITUTE DIRECTOR may choose to be involved in the recruiting process in any way, at any stage of the recruitment process. This will be determined by the Institute Director and shared with the District Coordinator, at the time the position is approved to be filled. The District Coordinator should ensure that the District Support and Supervisor involved in the process are made aware of this decision.

There is a place for this information on the Position Request form. If the Institute Director is not involved in the candidate or interview process, she/he needs to be provided with a hiring recommendation by the Supervisor before an offer is made to the selected candidate.

**POSTING**

1. The Supervisor or District Coordinator completes the Position Request form and includes a Position Description. District Support may be asked to complete the Position Request form with information provided by the Supervisor, District Coordinator and/or Institute Director.

* Position Descriptions for paraprofessional staff (PAs, PIs, 4-H PCs) may be found on the MSUE HR website under Human Resources/Administrative Handbook.

2. The above documents should be sent to District SUPPORT who will review the information and forward to MSUE HR.

* The Non-Academic Position Request form must include approval from the District Coordinator. An email approval is sufficient.
* MSUE HR will obtain MSUE Business Office/Institute Fiscal Manager and the Institute Director approvals. If an email, with those approvals, is included with the Position Request that will be considered appropriate approval.

3. MSUE HR will create the position and post in the University’s recruiting system, Comprehensive Automated Staffing System (COMPASS).

* University-type positions are posted by Central HR. District Support will not have access to these positions when they log onto their regular COMPASS account through EBS. They will need to use Guest User access, which will be provided by MSUE HR.
* New postings always begin on Wednesdays. The deadline to get them entered into COMPASS is always:
  + 5:00pm Tuesdays for MSUE paraprofessional positions
  + 12:00pm (noon) on the Friday before the posting date, for University-type positions.
* To ensure meeting the posting deadline, **it is recommended that the Position Request form, along with the position description, be sent to MSUE HR no later than the Friday before a desired posting date for MSUE paraprofessional positions and two Mondays prior to the desired posting date for University-type positions**.

4. Once the position is posted in COMPASS, MSUE HR will notify District Support, who will work with the Supervisor and/or appropriate individuals to ensure advertising is created and disseminated to various sources. This is true for all non-academic positions.

* Advertising - should always include agencies, newsletters, newspapers, etc. which are likely to give minority and female candidates the opportunity to become aware of the vacancy.
* Vacancy Announcement - The announcement should be sent via the MSUEEveryone ListServe and posted in the county Extension office(s) where the position is housed and those offices within reasonable driving distance, with other county departmental offices, Michigan Works, local agencies, and organizations and institutions related to the programmatic area of this position. For a Vacancy Announcement sample see SharePoint.
* It is strongly encouraged that local agencies who serve more-diverse audiences are also used for advertising. Some of those have been captured in our advertising resources spreadsheet, which is available on SharePoint.
* A recruitment ad may also be placed with the local news media (optional); again directing applicants back to the University’s recruiting system to apply.
  + Information contained in any advertising needs to align with what is contained in the posting on the MSU Applicant Page (MAP). Advertising should include as much as possible:
    - URL to the MSU Applicant Page: <http://www.jobs.msu.edu>
    - Instructions for applicants to click on “MSU Extension” (this will include only Extension postings)
    - Position Title and brief description
    - Location (physical work location and “coverage area” expectations)
    - If the position is end-ended, the end date must be specified – this is not common for paraprofessional and non-academic positions.
    - Application deadline
    - Qualifications
    - Starting salary
    - An EEO phrase
      * Preferred phrase. This phrase should always be used, unless space is at a premium: *MSU is an affirmative-action, equal-opportunity employer, committed to achieving excellence through a diverse workforce and inclusive culture that encourages all people to reach their full potential. The university actively encourages applications and/or nominations of women, persons of color, veterans and persons with disabilities.*
      * Occasionally permitted: *MSU is an affirmative-action, equal-opportunity employer*.

Note: All applications are completed online at [www.jobs.msu.edu](http://od.msue.msu.edu/uploads/files/Human_Resources/Recruiting/Non_Acad_Recruiting_Docs/www.jobs.msu.edu). Recognizing that some applicants may find it difficult to apply online, county staff should be prepared to offer individuals an opportunity to come into a county office for assistance and/or instructions for applying online. To view a tutorial on how to use MAP and apply for positions, go to <http://www.jobs.msu.edu> and click on “MAP Tutorial” located on the left hand side of the screen.

**THE INTERVIEW PROCESS**

The Position Vacancy Record (PVR) is required to be completed for each stage of the interview and selection process. This document will include information about all applicants, not just those interviewed, and will serve as a tracking mechanism for candidates and their qualifications. This document should be completed by the head of the search committee, the District Coordinator or the Supervisor. District Support may create the initial document by inputting the names of all the active applicants. All screening of applicants should be done as described in the Application Screening Section.

**Application Screening**

1. The District Coordinator, Supervisor, District Support and Institute Director will be provided a Guest User ID and password by MSUE HR. This information should be provided to all parties who will review and screen the applications online. Guest users will need to log into [www.jobs.msu.edu/hr](http://od.msue.msu.edu/uploads/files/Human_Resources/Recruiting/Non_Acad_Recruiting_Docs/www.jobs.msu.edu/hr) to view applicant data. District Support also has access to Guest User information through their regular COMPASS login for MSUE paraprofessional positions.

2. The evaluation of applicants should be on the basis of position expectations, responsibilities and qualifications required in comparison to the applicant’s qualifications. Criteria may include: education; work experience; understanding of problems which may arise in the course of the responsibilities of the position; knowledge of subject matter; demonstrated abilities including: leadership ability, ability to work effectively with people; ability to effectively communicate orally and in writing; demonstrated drive and initiative; etc.

**Interviews**

1. District Support may be asked to assist with coordinating interview locations, dates/time and contacting the applicants to schedule the interviews for both MSUE paraprofessional positions and University-type positions. If an Institute Director is involved in the interviews, scheduling should be coordinated with their schedule to ensure best available dates for the Institute Director, prior to setting interviews. Lori Martin can provide available dates and times for the Institute Directors, but she is not typically responsible for coordinating the interviews.

2. Contact with the candidate should be made as soon as practicable. Ideally, contact would be made about 7 calendar days prior to an interview date, followed by a confirmation email or letter. The individual scheduling the interviews should arrange for the confirmation information to be sent. District Support is available to assist with this if needed.

3. Sample interview questions are available on SharePoint.

4. The Interview Committee will share with District Support which candidates will move forward and those that are no longer being considered. Then District Support will send letters accordingly, and update the candidates’ status in COMPASS. All statues need to be complete before a new hire can be processed (i.e. the individual recommended for hire should reflect this status and all other applicants should be updated according to feedback from the Search Committee).

5. The person leading the recruiting process should update the Position Vacancy Record (PRV). After the interview process is complete, and a candidate has been selected, all candidate folders and the completed PVR must be sent to MSUE HR. This is usually coordinated by District Support.

**EMPLOYMENT OFFERS**

1. Once the Interview Committee has made a recommendation to the Institute Director (if the Institute Director has not been involved in the interviews), the Institute Director will make the final decision.

2. Contact needs to be made with the candidate that is selected with an offer, stating that the offer is contingent upon a successful background check. The offer may be communicated to the candidate by the District Coordinator, Supervisor or the Institute Director.

3. Once the candidate has accepted the offer, a formal non-academic offer letter needs to be generated and sent by District Support. District Support will also verify the email address the candidate prefers to initiate the background check. If District Support does not specifically supply MSUE HR with an email address for the candidate the address used by the candidate to apply for the position will be used to initiate the background check.

4. Letters must also be sent to those candidates that were not selected for the position. Please use the Interviewed/Not Hired letter. Typically these letters would be sent by District Support either by email or post mail.

5. District Support will need to coordinate with the Supervisor to complete the New Hire Form and accompanying paperwork.\* All paperwork should be coordinated by District Support. If an individual other than District Support completes the new hire paperwork District Support should work closely with the individual to ensure accuracy and completeness. This expedites the process once the paperwork is received by MSUE HR. Incomplete or incorrectly completed new hire paperwork may delay the new employee’s date of hire.

6. All new hire paperwork must be received by MSUE HR no less than ten business days before the new employee may begin working.

7. MSUE HR will send a confirmation email to District Support, District Coordinator, Institute Director, Fiscal Officer and Supervisor confirming the new hire paperwork has been sent to the University’s Central HR department for processing. At this point, assuming all the paperwork noted below has been submitted, no additional information should be needed from the new employee, District Support or the Supervisor.

8. Once the employee is hired into the University’s employment system, a NetID PIN letter will be generated and sent to the employee’s email address by MSUE HR. Once the employee receives this letter, they must activate the NetID.

9. MSUE HR will send the employee a “welcome” email (to the email provided by the employee, which may not be MSU email, since the NetID may not yet be activated). The email will include basic information about the NetID (and may include the NetID PIN letter, if available – if not, the NetID PIN will be sent to the employee when it’s received by MSUE HR), how to log into EBS, benefit enrollment information, W-4, direct deposit, etc.

**\* The following forms must accompany the completed New Employee Hire form:**

1. I-9 form, completed with signatures - date of hire may be left blank

2. Social Security Card (copy)

3. Copy of photo id (i.e. passport, state ID, state driver’s license, etc.)

4. Signed Offer Letter

5. Signed Application (pull application from COMPASS for new employee to sign)

6. Signed Acknowledgement of Receipt

7. Computer Access Form

8. New Hire Information Form

9. Position Vacancy Record and associated documentation