

MSUE EMPLOYMENT PROCEDURES – NON-ACADEMIC

June 2011

These procedures are applicable for filling off campus support staff positions including program assistant/associate/instructor and clerical positions. **This document does not apply to temporary or on-call employees. For temporary or on-call hiring information, [click here](#).**

Abbreviations used in this document:

COMPASS = Comprehensive Automated Staffing System

DC = District Coordinator

ID = Institute Director

MSUE HR = Extension human resources

INVOLVEMENT OF THE INSTITUTE DIRECTOR

The ID may choose to be involved in the recruiting process in any way, at any stage of the recruitment process. This should be determined by the ID and shared with the DC at the time the position is approved to be filled, and communicated with the district support and educator involved in the process. (There is a place for this information on the [Non-Academic Position Request](#) form.) If the ID is not involved in the candidate or interview process, s/he needs to be provided a recommendation before an offer is made to the selected candidate.

POSTING

1. The Educator prepares a position description using the MSU Extension [General Position Descriptions](#) as a basis.
2. The Educator also completes the “[Non-Academic Position Request](#)” form.
3. The above documents need to be sent to the District office before being forwarded to MSUE HR.
 - The Non-Academic Position Create form must include signatures from the DC and the person requesting the new position.
 - MSUE HR will obtain MSUE Business Office/Institute Fiscal Manager and the Institute Director (hereafter, ID) signatures/approvals.
4. MSUE HR will create the position and post in the University’s recruiting system, COMPASS. New postings always begin on Wednesday’s and the deadline to get them into COMPASS is always 5:00pm Tuesday. To ensure meeting the posting deadline, **it is recommended that the Position Create form, along with the position description, are sent to MSUE HR no later than the Friday before a desired posting date.**
5. Once the position is posted in COMPASS, MSUE HR will notify the district support, who will then work with the Educator and/or appropriate individuals to ensure the Vacancy Announcement is created and disseminated to various sources.

The announcement should be posted in the county Extension office(s) (where the position is housed plus those offices within reasonable driving distance), with other county departmental offices, Michigan Works, local agencies, organizations and institutions related to the programmatic area of this position.

Vacancy Announcements should always include agencies, newsletters, newspapers, etc. where minority and female candidates have an opportunity to become aware of the vacancy.

A recruitment ad may also be placed with the local news media (optional). It's also suggested to send an MSUE Everyone email with the position description, and again directing applicants back to the University's recruiting system to apply.

Information contained in the Vacancy Announcement needs to align with what is contained in the posting on the [MSU Applicant Page \(MAP\)](#). The Vacancy Announcement should include:

- URL to the MSU Applicant Page: www.jobs.msu.edu
- Instructions that applicants click on "MSU Extension" (this will include only Extension postings)
- Position Title and brief description
- Location (physical work location and "coverage area" expectations)
- Tentative Start Date
- If the position is end-ended, the end date must be specified.
- Application deadline
- Qualifications (include need for valid Michigan driver's license and vehicle, if appropriate)
- Starting salary
- An EEO phrase:
 - Preferred (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.

You may also [click here](#) for a Vacancy Announcement sample.

Please note: All applications are completed online at www.jobs.msu.edu. Recognizing that some applicants may find it hard 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 www.jobs.msu.edu and click on "MAP Tutorial" located on the left hand side of the screen.

THE INTERVIEW PROCESS

During the selection process, the [Position Vacancy Record](#) (PVR) is required to be completed for each stage of the 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 person leading the recruiting effort.

Application Screening

1. The DC in conjunction with ID and/or Supervising Educator is responsible for the screening of applicants.
2. District support will provide a Guest User ID and password to all necessary parties to review the applications online. Guest users will need to log into www.jobs.msu.edu/hr to view applicant data.
3. The evaluation of applicants should be on the basis of position expectations, responsibilities and qualifications required as compared to the applicant's qualifications. Criteria may include: education; work experience; understanding of problems with which the position deals; knowledge of subject matter to deal with those as well as other similar issues; demonstrated abilities including: leadership ability,

ability to work effectively with people; ability to effectively communicate orally and in writing; demonstrated drive and initiative; etc.

4. Once a determination is made regarding those applicants that will be interviewed, the District Support will then change the applicants' status in COMPASS to reflect their stage in the recruiting process - either the candidate will move on for an interview (status in COMPASS should be changed to "Interviewed") or will be notified that they have not been selected for the position (status in COMPASS should be changed to "Another Candidate Selected"). If the candidate is not moving on to the interview stage, it's suggested that communication (email or postal service mail) is sent to the applicant. [Click here](#) for a sample letter.

Interviews

1. The district support may assist with coordinating interview locations, dates/time and for contacting the applicants to schedule the interviews. If an ID is involved in the interviews, scheduling needs to be coordinated with their schedule to ensure best available dates for the ID, prior to setting interviews.
2. Contact with the candidate should be made as soon as practicable. Ideally, contact would be made about 14 calendar days prior to the interview date, followed by a confirmation letter sent at least seven calendar days prior to the interview.
3. Interview Packets [under development] may be sent to Interview Committee members. [Click here](#) for sample interview questions.
4. The person leading the recruiting process should complete the [Position Vacancy Record](#) (PRV). This document will include information about all applicants, not just those interviewed, and will serve as a tracking mechanism for candidates and their qualifications. After the interview process is complete, all candidate folders and completed PVR must be sent to MSUE HR.
5. The Interview Committee will share with the District Support which candidates will move forward and those that are no longer in the running. Then District Support will send letters accordingly, and update the candidates' status in COMPASS.

EMPLOYMENT OFFERS

1. Once the Interview Committee has made a recommendation to the ID (if the ID has not been involved in the interviews), the ID 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. Contact to the candidate can be made by the District Coordinator, supervising Educator or the Institute Director.
3. Once the candidate has accepted the offer, a [formal offer letter](#) needs to be generated and mailed (by District Support). At this time, an email address needs to be obtained from the applicant and provided to MSUE HR (preferably via email and copying the candidate) who will use this to initiate the background check. **Note:** if an email address is obtained from the candidate for the background check, there is no need for the candidate to complete the release form. If the candidate does not provide a valid email address, then the [background authorization](#) form must be completed and returned to MSUE HR.
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 the District Support.
5. The District Support will need to coordinate with the supervisor to complete the [Non-Academic - Hire Form](#) and accompanying paperwork*. All paperwork should go to the District Support for final review, before being sent to MSUE HR, as this ensures accuracy and completeness and expedites the process once received by MSUE HR. An exception to this may be considered, but contact with MSUE HR should be made before paperwork is sent.

6. All hire paperwork must be received by MSUE HR no less than seven business days before the new employee may begin working.
7. MSUE will send a final confirmation email to the District Support, DC and supervising Educator confirming that the hire paperwork has been processed in the University's system.
8. Once the employee is hired into the University's employment system, MSUE HR will initiate the creation of the NetID. A NetID PIN letter will be sent to the employee's home address. Once the employee receives this letter, they must activate the NetID.
9. MSUE HR will send the employee a "welcome" email (to the email the employee provided, which may not be MSU email, since the NetID may not yet be activated). The email will include basic information about the NetID, PIN letter, 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 and dates MUST BE the same as the date of hire
2. Social Security Card (copy)
3. Driver's License (copy)
4. [Background Authorization](#) form (this is only required if the candidate did not provide an email address to initiate the background check).
5. [Position Vacancy Record](#)