

This is a summary of the steps required for the standard and selection process. A graphic summary of the process is available at [Recruitment and Hiring Overview](#) (PP). Additional processing instructions can be found in the [Hiring Managers Training Guide](#).

RECRUITMENT

Review Vacancy Notice – Review the job opening details in the production instance of the eRecruit module or the actual job posting on the HRS Job Listing. Contact your recruiter if any corrections are needed. (Pages 2-23 of training guide).

Review Salary Information – Human Resource Services provides current campus and division average compensation for the job title you are recruiting in the Posting Confirmation email. This information should be helpful when preparing an offer.

Review Application Materials -- Applications are screened daily and routed to you for those applicants who meet minimum and preferred qualifications. All applications must be submitted online; any applicants who forward application materials directly to you should be directed to submit the application online at <http://hrs.missouri.edu/find-a-job/staff/index.php> (Pages 24-30 of training guide).

Interview -- Schedule interviews with any of the qualified applicants. You do not need to disposition all applications which are routed to you. (Page 31-36 of training guide). You are required to identify the individuals you interview. Changing the disposition to “Invite for Interview” will notify your recruiter of the intent to interview so discipline and separation issues can be checked. This disposition serves as the first step in the documentation of compliance with Equal Employment Opportunity Commission guidelines.

- See [HR 110](#) of the HR Policy Manual for appropriate interview questions and other interviewing guidelines. Call Human Resources if you need more sample interview questions or assistance with interviewing. ***NOTE: Interview notes must be maintained for three years. Your notes can be scanned and attached to the job vacancy, or maintained in the department.**

Check References – Use the sample [Reference Check Form](#) found on our web page.

HIRING

Determine Final Candidate, Obtain Salary Approval - Once you have determined your final candidate, review the average compensation information provided. Prepare a job offer by recording base compensation and other required information in the Prepare job offer section of eRecruit. (Page 37-48 of training guide). An HR Recruiter will review the offer in relation to the relevant HR policies and average compensation in for the title. An email will confirm when the recruiter has approved the offer and upload the offer letter.

Make the Job Offer –After you get confirmation that your recruiter has approved the offer, place the approved offer letter on department letterhead after making final adjustments. Extend the offer to your final candidate. The hiring department will provide the final candidate with offer letter.

Confirm Acceptance – After the candidate accepts your job offer, update the status from “Offer” to “Accept” or “Offer Accepted”. (Page 49-53 of training guide).

Confirm Background Check (CBC) - The Hiring Manager will initiate a background check for the final candidate in Recruit. (Page 54-67 of training guide). HireRight will send an email containing a link, username and temporary password to complete the CBC process online. HRS will notify the hiring department via email when the background check has been returned and the candidate is approved for hire. ***NOTE: The finalist cannot begin work until an acceptable background check is returned.**

Post Offer Employment Testing (POET) – Required for [some service/maintenance](#) job titles. Notify your recruiter once your final candidate has accepted the job offer.

Electronic Hire Form – HRS will initiate the ePAF, pushing it to the hiring department. Department processor must add required fields and get appropriate approvals electronically. A copy of the final offer letter must be attached to the ePAF. Department approval of the ePAF begins the on-boarding process and the provisioning process for the hire.

Communicate with Other Applicants – Notify other interviewees that the position has been filled using the Send Correspondence feature and email templates available in eRecruit. (Page 74-77 of training guide). Update the disposition of these applicants to “Reject” with the appropriate reason for non-selection. Sending correspondence to other applicants who applied but were not selected for interviews is also appropriate.

New Employee Registration – All newly hired employees must report to Human Resource Services on or before the first day employment to confirm on-line documents are complete, and to provide the documents needed to verify authorization to work in the United States.

Ensure Employee Attends New Employee Orientation -- All new full-time, benefit-eligible staff employees must attend New Employee Orientation ([see HR 108](#)). This program is offered twice each month. [Dates and location of sessions](#) are available online, or you may call **882-7976**. Pre-registration is not required.