

Staff Recruitment Business Process *(Benefit eligible positions)*

Department Identifies New or Vacant Position

- For new staff positions department submits Position Classification Questionnaire (PCQ) to HRS to review and establish the correct job title
- Department obtains appropriate approvals and initiates posting in Recruiting module

Division/Department Hiring Administrator Reviews and Submits Posting for Publishing

- Hiring Administrator enters the job and marketing information for the job posting into Recruiting module
- Hiring Administrator sets a specific begin and end date for the posting. Departments can select a specific posting timeframe or use the following guidelines based on the type of position

Office Administrative Support	1 week
Internal Union	5 business days
External Union	2 weeks
Technical	2 weeks
Administrative Professional	3 weeks

- Hiring Administrator submits the posting to HRS for approval
- HRS Recruiter enters minimum qualification screening questions and works with the Hiring Administrator to develop screening questions for preferred qualifications

HRS Recruiter Approves Job Posting and Position Posts to the HRS Website

Division/Department Administrator sends request for Recruiting module security access for Hiring Managers, Interviewers, and Interested Parties to muhrsrequisitions@missouri.edu

- HRS Recruiter requests security access and receives email from the security team when approved
- HRS Recruiter adds requested employees to the Hiring Team if needed

Applicants Apply Online

- Applicants complete an application with work history, education, and answer screening questions etc. In addition, external Applicants complete a personal profile section
- Applicants remain in "Applied" status (visible only to HRS) until screened by HRS Recruiter

HRS Recruiter Screens and Routes Applications of Qualified Applicants

- Applications are screened using the automated screening function (screening questions)

- Applications meeting minimum qualifications and preferred qualifications, if applicable, are updated to "Route" status, making them viewable to department

Interviewer/Search Committee Conducts Selection Process

- Interviewer/Search Committee determines who to interview
- Hiring Administrator updates applicant disposition to record who is being interviewed, and who is rejected (no longer being considered by department hiring team)
- Department schedules interview and communicates with candidates
- Interviewer/Search Committee conducts interviews and selects final candidate

Job Offer

- Hiring Administrator enters salary information (moving expenses and hiring incentive if applicable) in Recruiting module along with information needed for the offer letter (entered in "Comments" field):
 - Rate of pay – Please enter the hourly rate for non-exempt positions and the monthly rate for exempt positions
 - Approved Working Title (if applicable)
 - FTE
 - Anticipated Start Date
 - Work Address
 - Time to report on first day of work
 - Supervisor Name and Contact Information
- Hiring Administrator sets up additional offer approvers in Recruiting module, if applicable. Note: The addition of approvers is optional based on Division/Department procedures regarding who approves offers
- HRS Recruiter performs the following tasks:
 1. Manually reviews final candidate's application to ensure the minimum qualifications for the position are met
 2. Confirms candidate is eligible for hire (e.g., no terminations for disqualifying reason)
 3. Confirms department has indicated who was interviewed in Recruiting module
 4. Reviews the offer for policy compliance (e.g., meets administrative guidelines) and consults HRS or department personnel if necessary
- If approved, HRS Recruiter creates offer letter and uploads into the "Attachments" section of the job opening
- The Department extends job offer. Note: For certain union-eligible positions, the department provides post offer employment testing (POET) candidate instruction letter

Offer is Accepted

- Hiring Administrator provides finalist the offer letter, updates recruiting module to indicate candidate accepted the offer, and sets up finalist for a pre-employment CBC through Recruiting module
- Hiring Administrator indicates rejection reason in Recruiting module for all candidates who were interviewed but not offered the job
- Hiring Administrator sends correspondence through Recruiting module for all non-interviewed candidates
- Candidate schedules POET test, if applicable

New Employee Registration (NER) Staff Monitors CBC status and Creates EMPLID

- NER Staff checks the HireRight database for completed CBC results
- If the CBC contains any convictions, an HRS Recruiter reviews for job relevance
- NER Staff adjudicates all CBC reports, with guidance from the HRS Recruiter
- NER Staff creates the EMPLID (for new employees), informs Hiring Administrator that candidate is eligible for hire, and provides EMPLID to Hiring Administrator. If CBC is not acceptable, NER Staff notifies department to rescind the offer (copies HRS Recruiter on correspondence).
- NER Staff initiates the Prepare for Hire action which creates a Hire eForm. This ePAF drives to the Work List for the Department Initiator(s).

Department Processes Hire Paperwork

- Department Initiator reviews the existing data on the Hire eForm in workflow, and updates if needed. Additional data is added e.g. MoCode, JED information, Work Phone, and Work Address. Department Initiator also attaches offer letter given to finalist (not signed, just the final version used). If needed, additional documents are uploaded. Completed Hire eForm is approved at the division level and pushed to HRS for final review and approval.

NOTE: If the finalist will be a new hire or rehire, submission of the eForm will also trigger an onboarding email to the finalist's email address provided for CBC. This message contains information about how to access the documents that must be completed before the first day of work.

Job Opening is Closed

- Once onboarding has been completed, HRS reviews and approves the Hire eForm. As the final reviewer, HRS approval will load the Hire Form in PeopleSoft HR/Payroll database to create or update a job record.
- This will cause the applicant status to change to Hired, and if appropriate the job opening will update to Filled/Closed.