

# Alcorn State University

As an equal opportunity employer that fosters the posture and practice of equal employment opportunities for current and potential employees, the university is committed to advertising vacancies and new positions as widely as is practical.

## Employment

Policy
<p>The Budgetary Authority must ensure that funds are available and approved to finance any open or vacant position before the employment process takes place (<b>Position Requisition Form/Process</b>).</p> <p>Vacancies and new positions shall be posted via the ASU Online Recruitment System (PeopleAdmin) on the University website; and, with the Mississippi Employment Security Commission (MESC), Inside Higher Ed, Higher Ed and any other widely circulated publication. To the extent feasible, a minimum of two weeks shall be allowed from the time a vacant or open position is published until the deadline for the receipt of applications.</p>
Procedure
<p>The Budgetary Authority initiates the hiring process using the steps below:</p> <ul style="list-style-type: none"> <li>• Ensure that financial resources are available to fund the position (complete a position requisition form). Obtain the necessary signature approvals.</li> <li>• Create and submit the job announcement to HR <b>via the Online Recruitment System</b> for approval and advertising in the appropriate venue.</li> <li>• The hiring manager of the respective departments will receive all applications electronically.</li> <li>• Hiring Manager selects final applicants and conducts the interviewing process.</li> <li>• An interview committee is assembled, and the top tier candidates are recommended for final interviewing by the hiring manager.</li> <li>• The most qualified of the candidates is selected by the hiring authority.</li> <li>• <b>Secure the necessary approval for extending the offer of employment (if required by department).</b></li> <li>• Hiring Manager will provide official notice to those applicants who were <u>interviewed but not selected</u>.</li> <li>• Hiring Manager must prepare the hiring proposal, via the online recruitment system, for electronic submittal to HR.</li> <li>• HR Employment Specialist will send an electronic offer and welcome letter to the selected candidate.</li> <li>• The Employment Specialist will provide the effective date of the assignment (<b>1<sup>st</sup> or 15<sup>th</sup></b>).</li> <li>• Upon receipt of acceptance of the offer, and final clearance of the background screening, the Employment Specialist will begin the automated onboarding process.</li> <li>• Hiring Manager may initiate the Electronic Personnel Action Form (EPAF) approval process immediately upon the candidate's acceptance of the offer.</li> <li>• New hires will have an effective start date of either the <b>1<sup>st</sup> or the 15<sup>th</sup> of the month</b>.</li> <li>• Orientation dates will be the 1<sup>st</sup>-14<sup>th</sup> for those employees with an effective start date of the 15<sup>th</sup>.</li> <li>• Orientation dates will be the 15<sup>th</sup> -31<sup>st</sup> for those employees with an effective start date of the 1<sup>st</sup>.</li> </ul>

- If the candidate refuses the offer, the hiring manager may review the remaining candidates' applications and select the best qualified and extend an offer of employment to that candidate; or
- Repeat the process via the online recruitment system from the point that the position is posted.
- All Promotion employment actions must have a job description and/or an evaluation form, whichever applicable, forwarded to HR (EXCEPTION, FACULTY PROMOTIONS).
- TO ENSURE COMPLIANCE, NO EMPLOYEE SHALL BE ALLOWED TO START A NEW WORK ASSIGNMENT WITHOUT PRIOR AUTHORIZATION OF HUMAN RESOURCES.

**EPAFS ARE CREATED TO COMPENSATE AN EMPLOYEE WHO HAS BEEN APPROVED TO WORK FOR ALCORN STATE UNIVERSITY.**

**EPAFS ARE NOT THE OFFICIAL HIRING DOCUMENT FOR APPROVING AN INDIVIDUAL TO BEGIN WORK AT ALCORN.**