Alcorn State University

As an equal opportunity institution 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
The Budgetary Authority must ensure that funds are available and approved to finance any open or vacant position before the employment process takes place. **Vacancies and new positions shall be posted on the University website, and with the Mississippi Employment Security Commission (MESC), Inside Higher Ed, and Higher Ed, etc. 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.**
Procedure
The Budgetary Authority initiates the hiring process using the steps below: • Ensure that financial resources are available to fund the position. • Submit the open or vacant job announcement to HR for advertising in the appropriate media, i.e. University website, Mississippi Employment Security Commission website and any other widely circulated publication, as applicable. • The HR Assistant/Employment will track all applications and prepare for forwarding to the respective department. • Slate of Candidates and applications are electronically forwarded to the hiring manager. • Hiring Manager selects final applicants and conducts the interviewing process. • An interview committee is assembled, and the top tier candidates are recommended for final interviewing by the hiring manager. • The most qualified of the candidates is selected by the hiring authority. • Hiring Manager will provide written notification to those applicants who were not selected. • Secure the necessary approval for extending the offer of employment. • HR will send an employment offer letter to the selected candidate. • Academic Affairs will prepare standard offer letters for all faculty positions. • If the candidate accepts the offer, the hiring manager and the candidate should agree upon an approximate date that the assignment will begin. • HR will send a welcome letter to the selected candidate. • Initiate the Electronic Personnel Action Form (EPAF) approval process immediately upon the candidate's acceptance of the offer, or when securing approval to extend the offer. • 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 from the point that the position is advertised. • The Job Description, the Employment Application, and any other supporting documentation for all "Original Appointments" and all "Re-employed" actions must be forwarded by the respective Vice President's office to the HR office immediately after receipt of the Electronic Personnel Action Form (EPAF). • All 'Promotion' and 'Merit/Annual Increase' actions <u>must</u> have a job description and an

evaluation form forwarded to HR (EXCEPTION, FACULTY PROMOTIONS).

- When HR receives the completed and approved EPAF along with the supporting documentation, an official welcome letter will be mailed to the new employee to begin the new hire process.
- **EPAFS must be completed and submitted to HR for approval by the 15th of each month for payroll processing. If the EPAF and supporting documentation are not received in HR by the 15th of the month, the EPAF will be returned for processing the next scheduled payroll.**
- NO EMPLOYEE SHALL BE ALLOWED TO START A NEW WORK ASSIGNMENT WITHOUT A COMPLETED & APPROVED EPAF AND PRIOR AUTHORIZATION OF HUMAN RESOURCES.