

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
<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.</p> <p>Vacancies and new positions shall be posted on the University website, and with the Mississippi Employment Security Commission (MESC). In addition, advertisement with at least one widely circulated publication is recommended for professional level positions. 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"> • Ensure that financial resources are available to fund the position. • Attain an approved position requisition for the open or vacant 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 will review and screen the applicant packages. • HR Assistant will select the most qualified candidates. • Slate of Candidates and applications are forwarded to the respective 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 the 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. • If the candidate accepts the offer, the hiring manager and the candidate should agree upon an approximate date that the assignment will begin. • Initiate the Personnel Action Form (PAF) 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 Position Requisition, the Job Description, the Employment Application, and any other supporting documentation for all 'Original Appointments' and all 'Re-employed' actions must be attached to the approved PAF prior to submitting to the Human Resources office. • All 'Promotion' and 'Merit/Annual Increase' actions <u>must</u> have a job description and an evaluation form attached. • When HR receives the completed and approved PAF along with the supporting documentation, an official welcome letter will be mailed to the new employee to begin the new hire process. The date that the individual reports to Human Resources to complete the necessary forms, will be the effective date of employment; unless a future date is applied by the hiring manager in the comments section of the PAF form. • NO EMPLOYEE SHALL BE ALLOWED TO START A WORK ASSIGNMENT WITHOUT A COMPLETED & APPROVED PAF AND PRIOR AUTHORIZATION OF HUMAN RESOURCES.