



STAFFING NEEDS WORKFLOWS HIRING PROCESS



STAFFING NEEDS AND PREPARATION

1. Assess your department for staffing needs.
2. Staffing needs may be due to retirement, resignation, or termination.
3. You may see a need for a new position due to additional duties essential to your department.

Next Steps:

- ❑ Create a position requisition and submit for approvals.
- ❑ If all approvals are received, create the posting for the positions via PeopleAdmin.
- ❑ Follow the workflows and hiring procedures in the upcoming slides.

Please keep in mind:

- ❖ Adjunct, staff, faculty and student positions must be approved before posting.
- ❖ Former employees must reapply to positions if there is a break in service.



WORKFLOWS

The position requisition should be completed in the order of approvals.
 If the position is not approved at any point during this process, it should be returned to the Department Manager requesting the position with a note why it is not approved.
 Please note that the budget for Adjunct position requests are approved by the Office of the Provost.



POSITION REQUISITION FORM

POSITION INFORMATION

JOB TITLE: _____

SALARY: _____

APPROVALS

Please approve in the order listed below. (Return final approved form to Human Resources)

Department Manager / PI		Date
Budget Manager for the Division		Date
Vice-President of Unit		Date
Title III / Grants & Contracts (as necessary)		Date
Human Resources Director	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date
VP Finance and Administrative Services	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date
President / IEO	APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Date

HUMAN RESOURCES OFFICE USE ONLY

JOB GRADE: _____	EEOC: _____	SOC: _____	Employment Status Verified? <input type="checkbox"/> YES <input type="checkbox"/> NO
Exempt Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/> Salaried Non Exempt			
Job Title Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Revised July 2019



Vice-President of Unit		Date
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Exempt Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt <input type="checkbox"/> Salaried Non Exempt		
Job Title Approved? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Revised July 2019



STAFF HIRING



- ❖ Supervisor conducts interviews, selects a candidate for hire, completes the approval to hire template, attaches candidates application and submits to the Vice President of the Department and the President for review and approval.
- ❖ If approved, the department creates a hiring proposal in the PeopleAdmin system.
- ❖ When Human Resources Management receives the hiring proposal and the approval to hire, an offer letter will be sent to the candidate of choice via the PeopleAdmin system.
- ❖ If the candidate accepts the offer, HRM will notify the department supervisor and begin the onboarding process prior to the start date.
- ❖ Upon completion of orientation, the department supervisor will be notified by the office of HRM.
- ❖ The supervisor will notify the candidate to discuss their schedule.



- ❖ The search committee interviews the applicants, selects a candidate for hire, the VP/Dean completes the approval to hire template, attach the candidates application/supporting documentation, then forwards to the Provost and the President for review and approval.
- ❖ If approved, the office of the Provost sends the offer letter to the selected candidate. If the candidate accepts the offer, the office of the provost will forward the offer letter, approval to hire, and supporting documentation to HRM to place in the new hires personnel file.
- ❖ The VP/Dean creates the hiring proposal in PeopleAdmin and sends to HRM once they have received notification from the Provost that the candidate was approved and accepted the offer.
- ❖ HRM will contact the new hire and begin the onboarding process prior to the start date.
- ❖ VP/Dean is notified of the completion of orientation by the office of HRM.
- ❖ VP/Dean will contact the new hire to discuss their schedule.

FACULTY HIRING





- ❖ Supervisor will review applications, conduct interviews, and select a candidate for hire.
- ❖ The supervisor will create the hiring proposal via PeopleAdmin and forward to HRM/SEC
- ❖ HRM will send an offer letter through PeopleAdmin to the candidate of choice.
- ❖ If the candidate accepts the offer, HRM contacts the new hire to complete onboarding paperwork.
- ❖ HRM will notify the supervisor when the new hire has completed paperwork.
- ❖ The supervisor will contact the student to discuss their schedule.

STUDENT HIRING

ADJUNCT FACULTY HIRING

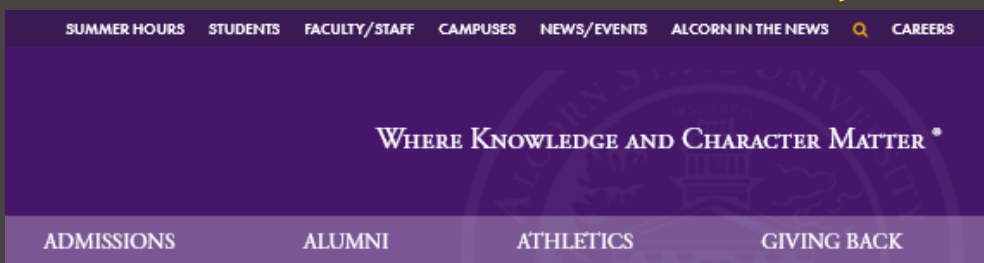


- ❖ The search committee interviews the applicants, selects a candidate for hire, the VP/Dean completes the approval to hire template, attach the candidates application/supporting documentation, then forwards to the Provost and the President for review and approval.
- ❖ If approved, the office of the Provost sends the offer letter to the selected candidate. If the candidate accepts the offer, the office of the provost will forward the offer letter, approval to hire, and supporting documentation to HRM to place in the new hires personnel file.
- ❖ The VP/Dean creates the hiring proposal in PeopleAdmin and sends to HRM once they have received notification from the Provost that the candidate was approved and accepted the offer.
- ❖ The VP/Dean will create an EPAF for the new hire.
- ❖ HRM will contact the new hire and begin the onboarding process prior to the start date.
- ❖ VP/Dean is notified of the completion of orientation by the office of HRM.
- ❖ VP/Dean will contact the new hire to discuss their schedule.
- ❖ All former adjuncts, must reapply to positions if there has been a break in service.



Available Resources

from the main website: www.alcorn.edu
select careers



You will be able to view and use resources regarding:

1. Human Resources Management
2. Student Employment





THANK YOU

Questions:

Call: 601-877-6188

Email: hrm@alcorn.edu



**"To be prepared
is half the
victory."**

— Miguel de Cervantes