

# THRIVE

## Alcorn Hiring Process Overview



Recruit. Hire. THRIVE.

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## Faculty Hiring Process

### Department will:

- Submit a Letter of Justification (Approval to Advertise) for review and approval
- Forward the title of the job description to Human Resources to ensure that it is NeoEd.
- Create and submit a requisition in the NeoEd system (attach approved justification)
- Route for required approvals (Dean, Budget, VP of Finance, Provost, President, etc.)
- Once approved, post the position in NeoEd
- Review applications and form a search committee (if applicable)
- Conduct interviews and candidate evaluations
- Submit Recommendation to Hire packet for approval (Dean, Provost, President)

### Academic Affairs will

- Upon final approval, issue the offer letter
- Send the approved hiring documents to Human Resources Management

### Human Resources Management will:

- Contact the selected candidate and begin the onboarding process
- Send a checklist in the NeoEd system for the new hire to complete:
  - Employment Documents
  - Benefits Enrollment
- Onboarding departments notified in NeoEd system:
  - CITS – Ensure email and Canvas access are established
  - Gold Card – Gold Card/ID setup
  - Parking – Arrange temporary parking decal
  - Payroll – Process direct deposit enrollment

### Departments will prepare for the new hire's arrival:

- Create EPAF in Banner System
- Contact new hire with first-day details (reporting location and time)
- Assign office and set up workstation (computer, phone, supplies, etc.)
- Follow up with CITS to confirm email and Canvas access are active

**Note:** *If the job description is not available in NeoEd, complete the Job Title and Classification Request Form and submit it to the Assistant Vice President for Human Resources Management for review and approval.*

## **Staff Hiring Process**

### **Department will:**

- Submit a Letter of Justification (Approval to Advertise) for review and approval
- Forward the title of the job description to Human Resources to ensure that it is NeoEd.
- Create and submit a requisition in the NeoEd system (attach approved justification)
- Route for required approvals (Department, Budget, VP of Finance, President, etc.)
- Once approved, post the position in NeoEd
- Review applications and form a search committee (if applicable)
- Conduct interviews and candidate evaluations
- Submit Recommendation to Hire packet for approval (VP of Unit, President, etc.)

### **Human Resources Management will:**

- Upon final approval, issue the offer letter
- Contact the selected candidate and begin the onboarding process
- Send a checklist in the NeoEd system for the new hire to complete:
  - Employment Documents
  - Benefits Enrollment
- Onboarding departments notified in NeoEd system:
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### **Departments** will prepare for the new hire's arrival:

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**Note:** *If the job description is not available in NeoEd, complete the Job Title and Classification Request Form and submit it to the Assistant Vice President for Human Resources Management for review and approval.*

## Student Employment Process

### Hourly Paid Positions

#### Department will:

- Submit a Student Requisition Form in NeoEd (confirm funding source: Departmental Budget)
- Route for required approvals (Department Manager, VP of Unit, & Budget/Title III Only)
- Once approved, post position in NeoEd
- Review applications
- Select student candidate and email the Student Employment Center with your choice

#### Student Employment Center will:

- Issue student offer letter
- Send employment packet to student employee to complete

**Note:** *If the student has a packet on file, they are not required to complete another one.*

#### Department will:

- Create EPAF in Banner System
- Contact student employee with first day details (reporting location and time)
- Go over student employment booklet and retain a copy of acknowledgement
- Student begins work (up to 20 hours per week)
- Assist student with completing timesheet

### Federal Work Study Positions

**Note:** *Students may apply for Federal Work-Study by completing the FAFSA online. Only students who are awarded Federal Work-Study (not general financial aid) are eligible to be assigned to departments for employment.*

#### Financial Aid will assign students to departments

#### Students will:

- Complete the Federal Work Study Agreement with supervisors and submit copy to Financial Aid and Student Employment Center

#### Student Employment Center will:

- Send employment packet to student employee to complete

**Note:** *If the student has a packet on file, they are not required to complete another one.*

#### Department will:

- Create EPAF in Banner System
- Contact student employee with first day details (reporting location and time)
- Go over student employment booklet and retain a copy of acknowledgement
- Student begins work (up to 20 hours per week)
- Assist student with completing timesheet

## **Volunteer Process**

### **Applicants will:**

- Complete Volunteer Application (located online)
  - Application includes:
    - Description of services to perform
    - Agreement of hours to perform services (not to exceed 20 hours per week)
    - Authorization to background check (all volunteers must complete a background check to provide services in a university setting with students)
- Submit application to Human Resources Management ([hrm@alcorn.edu](mailto:hrm@alcorn.edu)) for review and approval

### **Human Resources Management will:**

- Review volunteer application to ensure that it meets the definition of volunteer and not employee services.
- Conduct background
- Notify the department and applicant whether the application is approved or denied

**Note:** The applicant may not begin volunteer services until the background check has been completed and official clearance has been received from Human Resources Management.

## **Student Volunteer Process**

### **Student applicants will:**

- Complete Student Volunteer Application Form (located online)
  - Application includes:
    - Academic Advisor and Immediate Department Supervisor approvals
    - Authorization of Background Check
    - Definitions and explanation of volunteer status

### **Student Employment Center will:**

- Review volunteer application to ensure that it meets the definition of volunteer and not employee services.
- Conduct background
- Notify the department and applicant whether the application is approved or denied

**Note:** *The applicant may not begin volunteer services until the background check is completed, the advisor and department supervisor have approved the volunteer service, and official notification has been received from Human Resources Management.*

**(TEMPLATE FOR APPROVAL TO ADVERTISE)**  
**aka letter of justification**  
**Place on Department Letterhead**

**(DATE)**

Name/Title (*Vice President or President*)  
Alcorn State University  
1000 ASU Drive  
Lorman, MS 39096

Dear:

This is to request approval to advertise the following position in the Department of Campus Police:

**Position title:**  
**Position Number:**  
**Proposed Salary Amount:**

**(Give reason for the request to advertise)**

Thank you in advance for your cooperation regarding this matter.

Sincerely,

Your name  
Title

Enclosure

\_\_\_ **Disapproved**

\_\_\_ **Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
Vice President's Title

\_\_\_ **Disapproved**

\_\_\_ **Approved:** \_\_\_\_\_ Date: \_\_\_\_\_  
President

(TEMPLATE FOR APPROVAL TO HIRE)

Place on Department Letterhead

Please attach the application packet, approved advertisement packet to include fully executed position requisition and job description.

(DATE)

Name/Title (*Vice President or President*)  
Alcorn State University  
1000 ASU Drive  
Lorman, MS 39096

Dear:

It is my recommendation that (name of the employee) be hired for the following position:

<u>Position Title</u>	<u>Position Number</u>	<u>Salary</u>
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Please find enclosed a copy of the application packet for (employee's name) for your review.

Thank you in advance for your cooperation regarding this matter.

Sincerely,

Your name  
Title

Enclosure

\_\_\_ **Disapproved**

___ <b>Approved:</b>		Date: _____
	Vice President's Title	

\_\_\_ **Disapproved**

___ <b>Approved:</b>		Date: _____
	President	



## JOB DESCRIPTION

JOB OVERVIEW	
<b>POSITION TITLE</b>	
<b>DIVISION/DEPARTMENT</b>	
<b>REPORTS TO</b>	
<b>EMPLOYMENT STATUS</b>	
<b>EMPLOYMENT CLASSIFICATION (FLSA)</b>	
<b>JOB LEVEL</b>	
<b>JOB SUMMARY (Including Knowledge, Skills &amp; Abilities)</b>	Knowledge, Skills and Abilities
POSITION DETAILS	
<b>Essential Functions</b>	
<b>Other Duties</b>	Other related duties, as assigned
QUALIFICATIONS	
<b>Minimum Education</b>	
<b>Minimum Experience</b>	
<b>Licenses/Certifications</b>	
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>Ability to sit at a workstation for extended periods</li> <li>Occasional ability to lift, carry and put away items weighing up to 25 pounds</li> <li>Normal physical mobility, which includes movement from place to place on the job, taking distance and speed into account</li> <li>Normal physical agility, which includes ability to maneuver body while in place</li> <li>Normal physical strength to handle routine office materials and tools</li> <li>Normal dexterity of hands and fingers</li> <li>Normal coordination, including eye-hand, hand-foot</li> <li>Normal endurance</li> </ul>
<b>Acknowledgment</b>	<p>I have received, reviewed, and fully understand the aforementioned job description for the stated job title. I further understand that I am responsible for the satisfactory execution of the essential functions described herein, under any and all conditions described.</p> <p>Employee Name _____  <div style="text-align: right;">Printed Name</div></p>

	Employee Signature _____ Employee Signature
	Date _____

**Alcorn State University is an Equal Opportunity Employer**

*The functions, qualifications, knowledge, skills, and physical requirements listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The Job Functions listed do not necessarily include all activities that the individual may perform.*

# Hiring Manager Frequently Asked Questions (FAQ)

*Empowering Professionals. Elevating Performance.*

## 1. Do I have to create a requisition to post a position in NeoEd?

**Yes.**

A requisition must be created before a position can be posted. Each posting in NeoEd is required to be linked to an approved requisition.

**This process:**

- Ensures proper approval and documentation
  - Maintains an audit trail of all hiring activity
  - Supports compliance and reporting requirements
- 

## 2. Is the job description already in the system?

**Yes—however, verification is required.**

Departments must submit the job title to Human Resources Management before creating a requisition or posting.

**This ensures:**

- The job description is on file
  - The description is properly entered into NeoEd
  - Accuracy and consistency across all postings
- 

## 3. Can I make revisions to a requisition or job description in NeoEd?

**Requisitions:**

**Yes,** revisions can be made while the requisition is in draft or in progress prior to submission.

**Job Descriptions:**

**No,** job descriptions cannot be edited by departments. They are maintained in a centralized NeoEd library.

**Note:** Only Human Resources Management can update job descriptions to ensure consistency and proper classification.

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#### 4. Do we have to hire adjuncts each semester?

**No.**

Adjunct instructors do not need to be rehired each semester **as long as there is no break in service** (i.e., they continue working each semester). In these cases, their hiring paperwork remains active and on file.

##### **Definition of Break in Service:**

A break in service occurs when an adjunct instructor **does not work for one or more consecutive semesters**.

##### **Important:**

If a break in service occurs, the adjunct instructor must **complete the hiring process again**.

If there are any **changes related to payroll**, the adjunct instructor must contact Payroll directly to update their information.

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#### 5. What is required to process a second assignment?

To request to hire a current employee to a second assignment:

- Submit a Letter of Recommendation to Hire for the second assignment (use template)
- Ensure the position is approved and budgeted

Once approved:

- Human Resources will issue an offer letter and job description
- The employee will review and sign documents for their personnel file
- A copy of the signed offer letter and job description will be sent to the department
- Department creates EPAF in Banner Online