

eRECRUIT OVERVIEW

Select Applicants for Interview:

- Step 1.** Itemize job-relevant criteria (knowledge, skills, and abilities) necessary to satisfactorily perform the tasks required of the position.
- Step 2.** Review all applications in eRecruit in order to select those individuals you wish to interview. We suggest a minimum of three to five applicants should be interviewed, including any current University employees. You **may** choose to interview all qualified applicants.
- Step 3.** Consistently compare each applicant's knowledge, skills and abilities to the job-relevant criteria.
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Disposition Applicants in eRecruit:

- Step 1.** Applicants selected for interview should have their Disposition Status Code changed to "Invite for Interview" in eRecruit.
- Step 2.** Applicants not selected for interview should have their Disposition Status Code changed to "Reject" with the appropriate Status Reason selected from the drop-down menu in eRecruit.
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Seek Interview Approval:

- Step 1.** Send an e-mail request to affact@mst.edu for interview approval. The e-mail should include Job ID, List of Tier 1 candidates, List of Tier 2 Candidates (if any). Institutional Equity, Diversity & Inclusion will review the information for Affirmative Action compliance.
- Step 2.** Upon AA/EEO approval, an email will confirm that you may proceed with scheduling the interviews. The e-mail approval will also be uploaded to the Activity & Attachments section of the Job Opening in eRecruit.

- ✓ Interview Tips [HR 110 - Interviewing](#)
- ✓ Allow ample time between interviews. You will need time to summarize the interview before proceeding to the next.
- ✓ As much as possible ask each applicant the same questions. Take notes. Use your notes to make comparisons between the applicant responses if necessary.
- ✓ Try to contact the applicant on a cell phone or home phone number before attempting to call a work phone number.
- ✓ If you must contact the applicant at the current employer be aware that the person answering the phone might not be the applicant.

Create Offer:

- Step 1.** Build Offer for chosen candidate in eRecruit and route for approval following the procedures outlined in the [Hiring Manager Training Guide - Create a Job Offer - Staff](#).
- Step 2.** Candidates interviewed, but not selected for offer should have their Disposition Status Code changed to "Reject" with the appropriate Status Reason selected from the drop-down menu in eRecruit.
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Offer Extended:

- Step 1.** HR will determine the applicant's eligibility to permanently work in the US.
- Step 2.** HR will extend the offer. If the applicant rejects that offer or presents a counter offer, HR will contact you.
- Step 3.** HR will notify the department contact when the offer is accepted.
- Step 4.** Approved hire, as with all University new hires, will be required to undergo a Criminal Background Check (CBC). Results of the CBC must be finalized prior to the employee beginning work. HR will advise the department when the CBC is finalized.
- Step 5.** HR will also arrange for the new employee orientation and completion of electronic onboarding.