

Staff eRecruit

PeopleSoft 9.2

Updated 1-20-2023

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Frequently Asked Questions

How can I check where a job opening is at in the approval chain?

Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Click on the Details tab and then select Approvals. You will now be able to view the chain and see who it is pending with.

How do I find a job opening?

Log in to hrprd.umsystem.edu. Open your navigation bar by clicking on the diamond icon in the top right of your screen. Click the navigator icon, select Recruiting, and then Search Job Openings. Enter the job opening ID (this should be a five-digit number starting with 3) and then search. Click on the job title, highlighted in blue.

How can I check where a job offer is at in the approval chain?

Log in to hrprd.umsystem.edu. Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Find the applicant that an offer was created for, scroll to the right, click Other Actions, select Recruiting and then Prepare Job Offer. Click on the Approvals tab to view the approval chain and who it is pending with.

What should I do if an applicant reaches out with questions after we have already offered the position to someone else?

All communication should be directed to HR once interviews have concluded. The appropriate recruiter can be found on the website: <https://hr.mst.edu/position-management/recruit/staff-recruitment/>. Please email hrs@mst.edu or call the main office at 573-341-4241 if they are not available.

Who should I contact for staff eRecruit questions?

Inquiries should be directed to the appropriate staff recruiter. The appropriate recruiter can be found on the website <https://hr.mst.edu/position-management/recruit/staff-recruitment/>. If they are unavailable, please email hrs@mst.edu or call the main office at 573-341-4241.

Prior to Creating a Job Opening

Department Identifies New or Vacant Position

- To request a new full-time staff position number, visit <https://hr.mst.edu/position-management/>.
- To request a new temporary or part-time position number, visit <https://hr.mst.edu/position-management/>.
- Department obtains appropriate approvals and initiates opening in recruiting module.

Access to eRecruit

User will need to have appropriate access in hrprd.umssystem.edu to login and create the opening.

If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will

Missouri S&T

PeopleSoft HR/Payroll Security Access Request/Change Form

PURPOSE AND INSTRUCTIONS			
To request or make changes in security access of the Human Resource/ Payroll modules of PeopleSoft. This form must be typed or printed in ink. Users must be trained in PeopleSoft HR and/or Payroll prior to receiving access. Complete this form to add access for a new user who is responsible for HR/Payroll, delete access for an employee who is no longer responsible for HR/Payroll, or change access from one department to another when an employee transfers positions. When an employee transfers both departments are responsible for completing and signing this form.			
User Name (Last, first, middle initial)		Employee ID	
Home Department HR DeptID	Campus/Business Unit	Home Department Name	
Reason For Request Prepare PAFs Input Payroll/Paid Time Off (Time & Labor) Other, Explain _____			
PeopleSoft HR/Payroll (Time and Labor) Roles Requested (HR use only) _____			
DEPARTMENT ACCESS REQUESTED			
Department DeptID	Action Requested (check one)		Time Keeper Access (type Y if Yes)
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
	New	Addition Deletion	
USER ACKNOWLEDGEMENT			
I understand any access given me is for University purposes as part of my job responsibilities. I am responsible for exercising due care to protect this information from unauthorized disclosure by safeguarding my password(s) and ensuring the data I obtain is disseminated only through approved University channels. Unauthorized access and use/dissemination of data are serious offenses, which may be subject to discipline.			
User Signature (required)		Date	
ACCESS AUTHORIZATION			
Director or Department Chair Signature		Date	
Vice Provost/Vice Chancellor		Date	
HR USE ONLY			
Human Resources		Date Trained: HR and Payroll Modules	
		Date Trained: PAF Processing	

Send this completed and signed form to Human Resources


need to be completed and emailed to hrs@mst.edu.

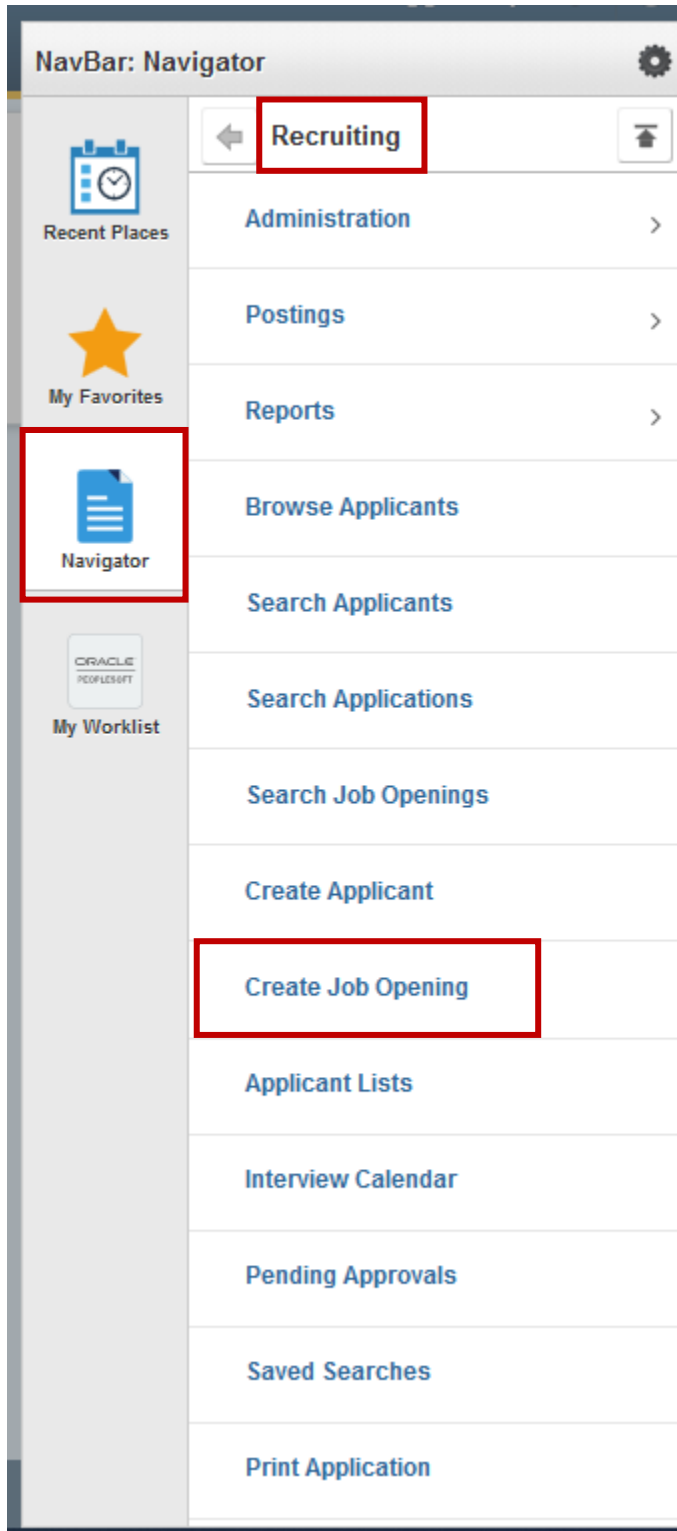
The form can be found at <https://hr.mst.edu/position-management/recruit/staff-recruitment/>.

Note: The turnaround time for setting up security access is typically a week.

Job Opening

Creating a Job Opening

In hrprd.umssystem.edu select the navigator in the top right corner  then select Navigator > Recruiting > Create Job Opening.



Primary Job Opening Information

Type your position number and TAB, this will auto fill the rest of the information. Verify you have the correct position number and add 1011 Rolla for the recruiting location. Click Continue.

Primary Job Opening Information

[🏠 Recruiting Home](#)

Job Details ?

Job Opening Type	<input type="text" value="Standard Requisition"/>	▼
*Business Unit	<input type="text" value="ROLLA"/>	<input type="text" value="Missouri S & T"/>
Department	<input type="text"/>	
Position Number	<input type="text"/>	←
*Job Code	<input type="text"/>	
*Recruiting Location	<input type="text"/>	
*Job Posting Title	<input type="text"/>	

[Continue](#)

Job Opening – Job Information

Ensure the number of target openings matches the number of people you are wanting to hire. There should only be one employee per position number. This field will auto populate to 1.

Job Opening

Save and Submit Save as Draft | [Recruiting Home](#) | [Notification](#) | [Start Over](#)

Job Opening ID NEW	Status 005 Draft
Job Posting Title OFFICE SUPPORT ASSISTANT IV	Business Unit ROLLA (Missouri S & T)
Job Code 4237 (OFFICE SUPPORT ASSISTANT IV)	Department RHUMNRES (Human Resources)
Position Number 00037532 (OFFICE SUPPORT ASSISTANT IV)	Primary Recruiting Location 1011 (Rolla)

Job Information Qualifications Job Postings Hiring Team Recruiters Only

Opening Information ?


Job Opening Type Standard Requisition

Created By

Created 07/16/2021

***Openings to Fill** Limited Number of Openings

Target Openings

Available Openings 

Establishment ID

Business Unit ROLLA Missouri S & T

Company UM Univ of Missouri-System Admin


If an employee is being replaced, choose replacement under Type of Position. Job openings can be flagged as eligible for an employee referral using the Referral Program ID field. If the Referral Program ID is not flagged on the job opening, the position will not be eligible for the referral program. If a referral is not being offered, leave the field blank. Find out more about the employee referral program here: <https://www.umsystem.edu/ums/rules/hrm/hr100/hr126>

Department RHUMNRES Human Resources

Status Code 005 Draft

***Status Date** 07/16/2021

***Desired Start Date**


***Type of Position** 

Date Authorized

***Job Posting Justification**

Referral Program ID

***Funding Source**

Academic Use Only 

Double check that the locations and recruiting locations are accurate. Make sure if you have multiple position numbers that they are all added and accurate. If you chose replacement under Type of Position, add the employee's information under Employees Being Replaced.

Locations ?

*Location	Location Description	Primary Location		
0752	113 Centennial Hall	<input checked="" type="checkbox"/>		

Add Location

Recruiting Locations ?

*Recruiting Area	Recruitment Area Description	Primary Recruiting Area	Target Openings		
1011	Rolla	<input checked="" type="checkbox"/>	1		

Add Recruiting Location

Positions

*Position	Position Number	Primary Position		
OFFICE SUPPORT ASSISTANT IV	00037532	<input checked="" type="checkbox"/>		

Add Position

Employees Being Replaced

	*Employee ID	Name		
1				

Add Employee

Recruiting Locations:

- 1001 UMKC Volker Campus
- 1002 UMKC Hospt Hill Campus
- 1003 UMKC Northland Campus
- 1004 UMKC Columbia Campus
- 1005 UMKC-Springfield
- 1010 St. Louis
- 1011 Rolla
- 1012 Columbia
- 1013 Missouri Central Region
- 1014 Missouri Northeast Region
- 1015 Missouri Southeast Region
- 1016 Missouri Northwest Region
- 1017 Missouri Southwest Region
- 1018 Missouri East Central Region
- 1020 Missouri West Central Region
- 1021 Missouri Urban
- 1022 Springfield
- 1023 UM System – Columbia

Leave Begin Date and End Date fields blank, leave Shift as Not Applicable. If you are posting a position that routinely travels, you will need to adjust the travel percentage field. No other information in these sections should be changed. Please just double check the information is correct and reach out to HR with questions. **Make sure to Save as Draft and not Save and Submit.**

Additional Job Specifications ?

Job Code 4237 Primary Job Code

Staffing Information ?

Region USA

Schedule Type Part-Time

Regular/Temporary Temporary

Begin Date

End Date

Shift Not Applicable

Hours 24.00

Work Period Weekly

Travel Percentage Never or rarely

Salary Information ?

Salary Admin Plan GGS GLOBAL GRADING SYSTEM

From Grade 006 GRADE RANGE 006

From Step

To Grade

To Step

Salary Range From 13.270000 (Default From Job Code)

Salary Range To 22.730000 (Default From Job Code)

Pay Frequency Hour

Currency US Dollar

Add Job Code Delete Job Code

Save and Submit **Save as Draft** | [Recruiting Home](#) | [Notification](#) | [Start Over](#) Top of Page

Job Opening – Hiring Team

Job Information | Qualifications | Job Postings | **Hiring Team** | Recruiters Only

Add Team

Assignments ?

Recruiters ?

No Recruiters have been added to this Job Opening

Add Recruiter | Add Recruiter Team

Hiring Manager ?

No Hiring Managers have been added to this Job Opening

Add Hiring Manager | Add Hiring Manager Team

Interviewers ?

No Interviewers have been added to this Job Opening

Add Interviewer | Add Interviewer Team

Interested Parties ?

No Interested Parties have been added to this Job Opening

Add Interested Party | Add Interested Parties Team

Select	Team ID	Description
<input type="checkbox"/>	1004	UMKC Recruiting Team
<input type="checkbox"/>	1007	COLUM Staff Recruiting Team
<input type="checkbox"/>	1008	COLUM Academic Recruiting Team
<input type="checkbox"/>	1009	COLUM SOS Recruiting Team
<input type="checkbox"/>	1010	STLOU Recruiting Team
<input checked="" type="checkbox"/>	1012	ROLLA Recruiting Team
<input type="checkbox"/>	1013	STLOU Academic Recruiting Team
<input type="checkbox"/>	1015	UMSYS Staff Recruiting Team
<input type="checkbox"/>	1017	COLUM Academic Interested Part

OK Cancel

Recruiters

Select Add Recruiter Team, Rolla Recruiting Team, Ok, and then choose the staff recruiter as the Primary recruiter. The staff recruiter can be found on the website: <https://hr.mst.edu/position-management/recruit/staff-recruitment/>. Adding the Rolla Recruiting Team will automatically add Multiple Approvers to the end of the approval chain.

Hiring Manager

Click Add Hiring Manager and add the appropriate individual. If the individual is not showing up, please contact the HR Staff Recruiter.

Interviewers

Add anyone who will be interviewing candidates under this section, listing interviewers is required.

Interested Parties

You should add anyone who will need access to this posting and/or its applicants if they are not listed in one of the other sections. Everyone in the approval chain besides HR should also be added as an interested party. Click Add Interested Party to add each person individually. If the person creating the posting is not listed as hiring manager, then they need to be added as an interested party or they will not have access to the posting. Interested parties could be department administrators, budget offices, and any other applicable people.

Job Opening – Job Postings

Job Information Qualifications **Job Postings** Hiring Team Recruiters Only

Job Postings ?

No job postings exist for this job opening.

Add Job Posting ←

Save and Submit **Save as Draft** | [Recruiting Home](#) | [Notification](#) | [Print Job Opening](#) [Top of Page](#)

Posting Information

Job Postings ?

*Posting Title OFFICE SUPPORT ASSISTANT IV #00037532 ←

Job Descriptions ?

*Description Type Hiring Department ← *Description ROLLA Standard ←

*Visibility Internal and External ←

[Type or paste Hiring Department text here]

Application Deadline
[Type or paste text here]

Full Time/Part Time
[Type or paste text here]

Salary
[Type or paste text here]

Add Posting Description ← **Delete Posting Description**

The posting title should be the position title in all caps with the position number. The template will auto populate once the appropriate selections are made in the three drop downs within Job Descriptions.

Triple click to highlight the text and add the appropriate information. To see specifics of what should be in each section, view example in appendix. Whatever date is listed as application deadline will be the date the posting is removed from the career portal. When you are ready to enter the minimum qualifications click Add Posting Description.

*Description Type Minimum Qualifications ←

*Visible Internal and External ←

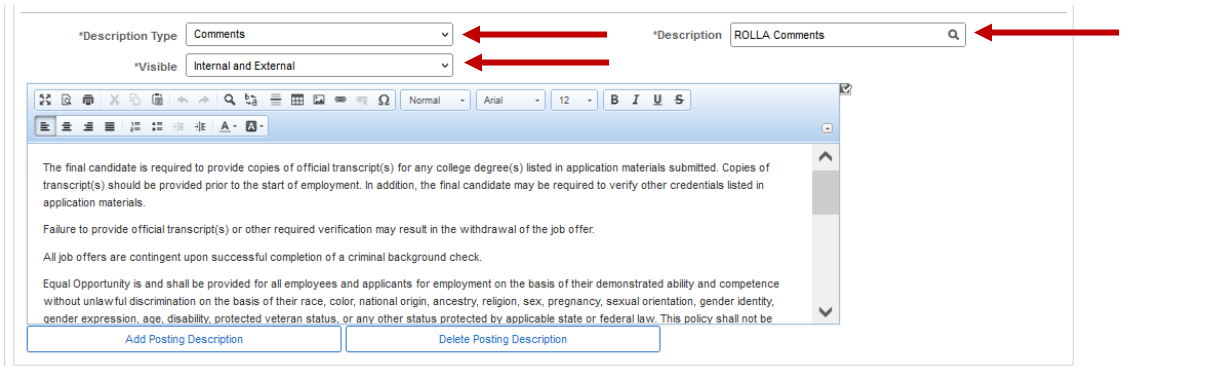
*Description

Format Font Size **B** **I** **U** **S**

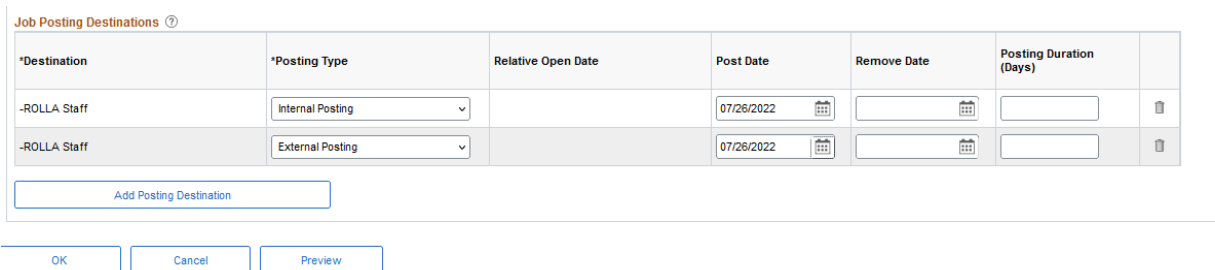
Add Posting Description **Delete Posting Description**

Select the appropriate dropdowns as shown in the photo above and enter the minimum qualifications listed on the job code details page (<https://compsearch.umssystem.edu/search-all.php>). All other qualifications should be listed under Preferred Qualifications if applicable.

If you need to add preferred qualifications, click Add Posting Description and another box will be added. Select Preferred Qualifications in the Description Type dropdown and Internal and External in the Visible dropdown.



When you are completed adding the minimum and preferred qualifications, add another posting description box and choose the above dropdowns. You do not need to make any changes to the text in the comments box.



Next, you need to add the Job Posting Destinations as shown in the photo above. If the posting has been approved to be only internal, then you do not need to add an external row. The post date will be updated by HR if the date has already passed. Click okay and then save as draft. Note: Benefit Eligible positions need to be posted for at least 5 business days. Underutilized positions must be posted for 10 business days. HR will adjust this date if needed.

Job Opening – Qualifications

Job Information
Qualifications
Job Postings
Hiring Team
Recruiters Only

Additional Job Specifications 1 of 1 | View All

Job Code Primary Job Code

Work Experience & Education

*Highest Education Level	Years of Work Experience	
Not Indicated	<input type="text"/>	<input type="text"/>

Language Skills

There are no items for the Language Skills section. Please add one if required.

Licenses and Certifications

There are no items for the Licenses and Certifications section. Please add one if required.

School Education

There are no items for the School Education section. Please add one if required.

Highest Education level and years of experience should match what is on the job code details page. To find this information visit: <https://compsearch.umsystem.edu/search-all.php>, select Search All Jobs tab, choose Rolla for Select a Location, pick Job Code for the Select Search Field, enter the job code in the Enter Your Search Text box, and Submit Info. Then open the word doc and scroll down to minimum qualifications.

GGS Staff
GGS Staff Search
Union Eligible Staff
MU Health System
Academic
Student/Temps
Search All Jobs

This page can be used to search for any job with any salary plan, at any location.

Note: To view all active titles for a location, select the location and click Submit Info.

Select a Location:	<input type="text" value="Rolla"/>
Filter by Salary Plan (Optional):	<input type="text"/>
Sort Results by:	<input type="text"/>
Select Search Field:	<input type="text" value="Job Code"/>
Enter your Search Text:	<input type="text" value="4237"/>
Additional Search Criteria:	<input type="text"/>
<input type="button" value="Submit Info"/>	

Campus	Job Code	Description	Details	Job Desc.
ROLLA	4237	OFFICE SUPPORT ASSISTANT IV		

Note: Do not remove the five employment questions that populate at the bottom of the qualifications tab.

When finished with this tab Save as Draft.

Activity and Attachments

At the bottom of the screen select Save and Submit. Copy the Job opening ID from the header and select Search Job Openings at the top of the screen. (If your screen does not say Search Job Openings but says Recruiting, select it and then choose Search Job Openings.) Paste the Job Opening ID and change Status to Blank. Then Search, this will take you back into the job and you will now have the Activity and Attachments tab along with Approvals. Select the Activity and Attachments tab. Select Add Attachment and upload any appropriate documents. Scroll down and Save.

Manage Job Opening

Save | Return | Recruiting Home | Search Job Openings | Create New | Clone | Add Note | No Category | Print Job Opening

Job Opening ID 38027
Job Posting Title HUMAN RESOURCES CONSULTNT SR
Job Code 4364 (HUMAN RESOURCES CONSULTNT SR)
Position Number 00029219 (HUMAN RESOURCES CONSULTNT SR)

Status 006 Pending Approval
Business Unit ROLLA (Missouri S & T)
Department RHUMNRES (Human Resources)

Activity & Attachments | Details

Job Information | Qualifications | Job Postings | Hiring Team | Recruiters Only | Approvals

Approvals Tab and Adding the Approval Chain

Click on the details tab and then select approvals.

Job Approvals

HiringManager_RecruiterGrp

Job Opening: Pending

um_HiringManager_RecruiterGrp

Pending

UM Hiring Manager-Job Opening

Not Routed

Multiple Approvers
Recruiter Group

Comments Text

Select green plus, between hiring manager and multiple approvers, to add the approval chain below:

Job Opening



Mozilla Firefox

https://hrdev.umsystem.edu

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as:

Approver

Reviewer

Insert Cancel

A pop up window will appear:

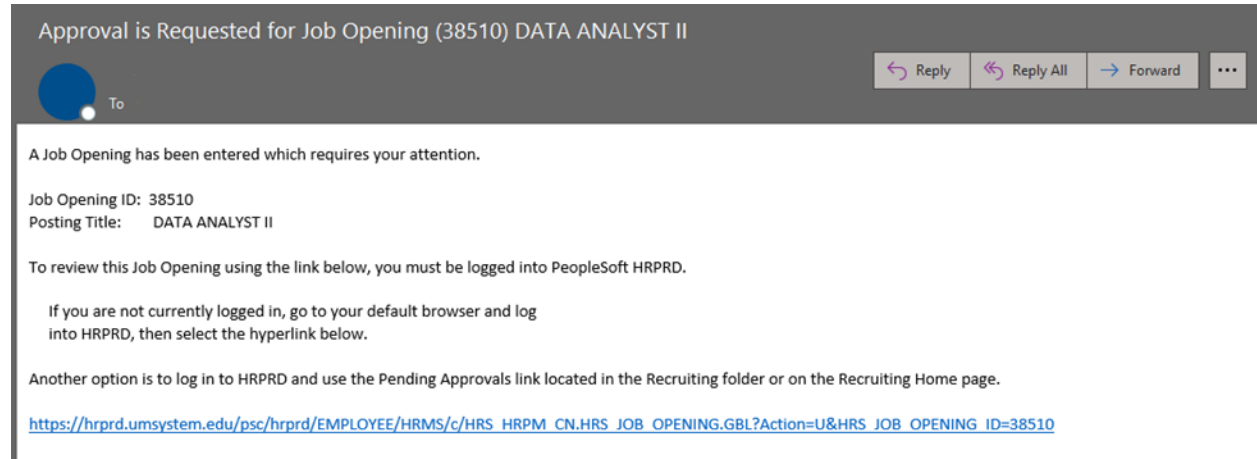
Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces (example Miner,Joe) or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add them to the approval chain. You must repeat this process for each member in the chain. The multiple approvers is the HR recruiter group and must be at the end of the chain.

In the Comments Text box add the following information:

1. Explain why filling the position is essential
2. Funding source (chartfield string)

Make sure to add your comments before submitting your approval for the chain or the comments box will no longer be editable. Once you submit your comments, you can view them by selecting the comment drop down box. Save the page.

Approving a Job Posting



The screenshot shows an email interface with a dark header. The subject line reads "Approval is Requested for Job Opening (38510) DATA ANALYST II". On the right side of the header, there are buttons for "Reply", "Reply All", "Forward", and a three-dot menu. The main body of the email contains the following text:

A Job Opening has been entered which requires your attention.

Job Opening ID: 38510
Posting Title: DATA ANALYST II

To review this Job Opening using the link below, you must be logged into PeopleSoft HRPRD.

If you are not currently logged in, go to your default browser and log into HRPRD, then select the hyperlink below.

Another option is to log in to HRPRD and use the Pending Approvals link located in the Recruiting folder or on the Recruiting Home page.

https://hrprd.umssystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_JOB_OPENING.GBL?Action=U&HRS_JOB_OPENING_ID=38510

Approvers will receive an email when the positing is ready for them to approve. They should review the information for accuracy and approve the posting if the information is acceptable. Once they approve, the next person in the chain will receive an email that the posting is ready for them to approve.

As the last approver in the chain, Human Resources will review the posting and make any necessary adjustments before it goes live on Missouri S&T's career portal.

Extending Posting Deadlines

Vacancies can be extended with an emailed request from the posting department to the HR Staff Recruiter. The following information should be included:

- Position number
- Job Opening ID (JOID)
- Additional length of posting
- Brief justification

Applicant Process

Routing Applications

Applications are routed daily; however, the time fluctuates. Hiring Managers are normally sent an email with the number of applications routed that day. If they do not receive an email, then no applications were received for that posting. Hiring Managers and interested parties can see the routed applications.

Screening Applications

Hiring managers can utilize the interest feature to rank applicants and track the applications that have already been reviewed. This feature should be used instead of rejecting applications at this point in the hiring process.



Viewing Applications

Open your navigation bar, click navigator > recruiting > search job openings. Enter the job opening ID (this should be a five-digit number) and then search. Click the job opening title, highlighted in blue, and from there your applicants will be listed for you to review.

Dispositioning Candidates

Invite to Interview/Interview

After applications have been reviewed, interviewers determine who to interview and the hiring manager or designated administrator updates the applicant dispositions to Invite to Interview. An email, with the following information, must then be sent to affact@mst.edu* for approval before applicants are contacted for interviews.

- Position number or job ID
- List of Tier 1 candidates
- List of Tier 2 candidates (if any)
- Any additional information which may be relevant to the selection of candidates.

The Equal Employment Opportunity/Affirmative Action representative will review the information for compliance. Hiring departments may be contacted with questions or recommendations. Upon approval, an email will be sent confirming interviews can be scheduled and the disposition status will be updated to interview. The representative will upload the approval email under Activity and Attachments within the job opening in eRecruit.

After approval email from affact@mst.edu is received, departments schedule interviews and communicate with candidates. Interviews are conducted and interviewers select a final candidate.

*Please note that if your department falls under the Provost, you will need to send the list of interviewees to provost@mst.edu. Their office will review and then send the list on to the Affirmative Action email.

Job Offers

Creation

Once you have selected the final candidate and are ready for an offer to be extended, you will create the offer in eRecruit. Offers should only be extended to the candidate by the HR department, once the job offer has been fully approved through eRecruit. Communication between the department and candidate should cease until the official offer has been extended. This is to protect all parties from confusion and misinformation.

Open your navigation bar > click navigator > recruiting > search job openings. Enter the job opening ID (this should be a five-digit number) and then search. Click the job opening title, highlighted in blue, and from there your applicants will be listed.

Interview	Reject	Print	Last Updated	
			06/08/2021 12:19PM	▼ Other Actions
			2021 12:00PM	▼ Other Actions
			05/27/2021 12:00PM	▼ Other Actions
			06/07/2021 10:00AM	▼ Other Actions
			06/17/2021 11:05AM	▼ Other Actions

Find the applicant, scroll to the right, click on the Other Actions drop down box, choose Recruiting Actions, and then Prepare Job Offer.

Verify that the position number, offer date, and start date are all correct. This start date is contingent on all other processes being completed and may change once the official offer is accepted.

Under Job Offer Components: choose base salary for the component, enter in the offer amount, and the frequency. Please note if you have any additional components, such as a moving allowance, select Add Offer Component and add information there.

Job Offer Components ?

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Salary ▼	50000	Cash	USD ▼	Monthly ▼	

Add Offer Component

► Recommended Salary Range ?

Add the following information into the Comments box:

- Anticipated start date
- MoCode(s)
- FTE
- Salary and benefits amount
- Supervisor position number and name that the employee will report to
- Campus address and phone number

Once these steps are completed, scroll back up and Submit for Approval.

Next add the job offer approval chain. If you do not see the Approvals tab near the top of the screen, go back to the applicants screen, find your applicant, scroll over to Other Actions, and click on Recruiting Actions > Prepare Job Offer > Approvals tab.

Before you approve, select green plus, between hiring manager and multiple approvers, to add the approval chain below.

Job Approvals

HiringManager_RecruiterGrp

Job Opening: Pending

um_HiringManager_RecruiterGrp

Pending

UM Hiring Manager-Job Opening

Not Routed

Multiple Approvers
Recruiter Group

Comments Text

Mozilla Firefox

https://hrdev.umsystem.edu

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID:

Insert as:

Approver

Reviewer

Insert Cancel

A pop up window will appear:

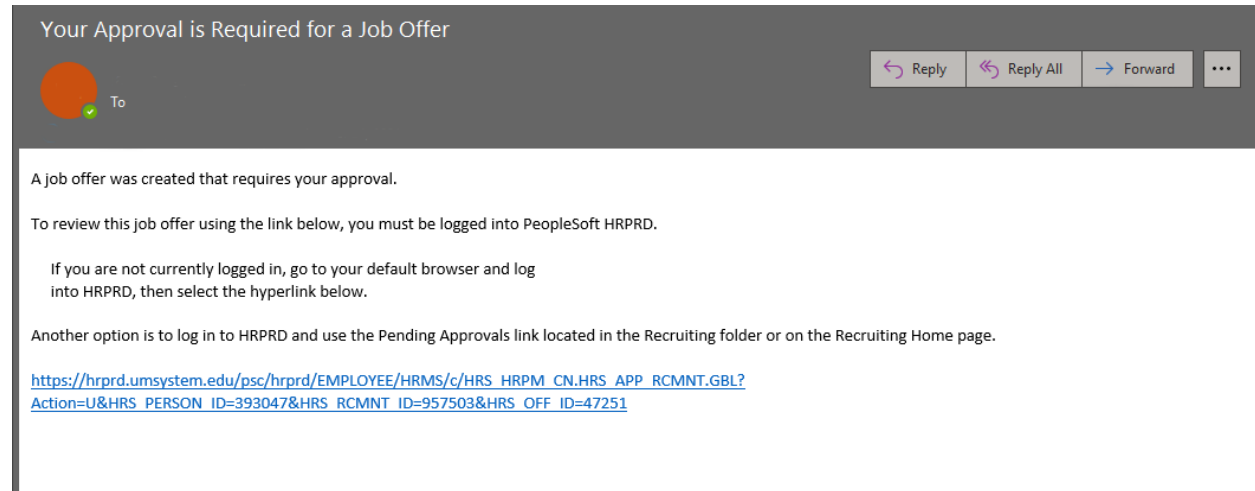
Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces example Miner,Joe or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add them to the approval chain. You must repeat this process for each member in the chain. The multiple approvers is the HR recruiter group and must be at the end of the chain.

Once the offer is with Human Resources, they will be able to extend the offer to the candidate.

Job Offer



Approving



The screenshot shows an email interface. At the top, the subject line reads "Your Approval is Required for a Job Offer". Below the subject line, there is a red circular profile picture and the word "To". To the right of the email header, there are four buttons: "Reply", "Reply All", "Forward", and a three-dot menu icon. The main body of the email contains the following text:

A job offer was created that requires your approval.

To review this job offer using the link below, you must be logged into PeopleSoft HRPRD.

If you are not currently logged in, go to your default browser and log into HRPRD, then select the hyperlink below.

Another option is to log in to HRPRD and use the Pending Approvals link located in the Recruiting folder or on the Recruiting Home page.

https://hrprd.umssystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_APP_RCMNT.GBL?Action=U&HRS_PERSON_ID=393047&HRS_RCMNT_ID=957503&HRS_OFF_ID=47251

Approvers will receive an email when the offer is ready for them to approve. They should review the information for accuracy and approve the offer if the information is acceptable. Once they approve, the next person in the chain will receive an email that the offer is ready for them to approve.

As the last approvers in the chain, Human Resources will complete a compensation review. Hiring managers will be contacted about the proposed offer if additional information is needed. Once the review is completed and finalized, Human Resources will extend the offer to the candidate.

Accepting

After an offer is extended and the candidate accepts, an offer letter will be sent to the candidate and the job offer will be approved in eRecruit. It is not until a signed offer letter has been received that the candidate will be dispositioned to Accept status.

Note: Human Resources will send a correspondence email to all remaining applicants notifying them that they have not been chosen, once the hiring process is complete.

Counteroffers

If a candidate counters a job offer, Human Resources will notify the hiring department via email. If the department chooses to accept or counter the counteroffer, it will go through another compensation review by Human Resources. After the review, Human Resources adds the original approval chain back into eRecruit and notifies all approvers of the revised offer.

Declined Offers/Repositing Positions

If a candidate chooses to decline an offer, Human Resources will approve the job offer, disposition the candidate to Reject status, and notify the hiring department via email. If the department has a second applicant they would like to extend an offer to, they may do so by following the original job offer process.

If the department chooses to repost the position, they will need to notify Human Resources for further instructions.

Appendix

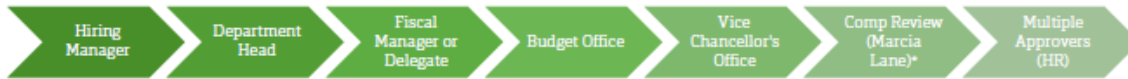
Approval Chain

Non Academic Department Approval Chains

Job Opening



Job Offer

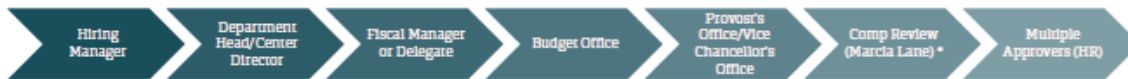


Academic Department/Center Approval Chains (includes all departments reporting to the Provost)

Job Opening



Job Offer



(For staff offers only)

*For any department that has concern about starting pay ranges, they may contact Human Resources prior to posting.

**Please note some divisions may require additional approvals that are not listed on these chains. This may be the case when multiple sources of funding are being used.

***Counteroffers must be submitted through offer approval chain.



Staff Job Posting Example

Hiring Department

Highlighted text should be replaced with your job's specific information.

Application Deadline

12/1/2022 or Open Until Filled

Full Time/Part Time

Full Time, Benefit Eligible

or

Part Time, Temporary, Non-Benefit Eligible

Salary

[Type or paste text here]

Note: Job offers are generally made between the salary range minimum and the midpoint of the salary range. To view Missouri S&T's current pay ranges per GGS visit <https://hr.mst.edu/total-rewards/compensation/> under Staff Job Descriptions, Grades, and Pay Ranges.

Job Description

[Type or paste text here]

Minimum Qualifications

This should only be the minimum listed on the job code details page. All other qualifications should be listed under Preferred Qualifications if applicable. <https://compsearch.umssystem.edu/search-all.php>

If you do not see any minimums listed on the job code details page please reach out to the staff recruiter in the HR office.

Preferred Qualifications

These should be relevant and valid for the position.

Comments (This section should not be deleted)

The final candidate is required to provide copies of official transcript(s) for any college degree(s) listed in application materials submitted. Copies of transcript(s) should be provided prior to the start of employment. In addition, the final candidate may be required to verify other credentials listed in application materials.

Failure to provide official transcript(s) or other required verification may result in the withdrawal of the job offer.

All job offers are contingent upon successful completion of a criminal background check.

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America.

The University's nondiscrimination policy applies to any phase of its employment process, any phase of its admission or financial aid programs, or other aspects of its educational programs or activities. Further, this policy applies to sexual violence or sexual harassment, both forms of sex discrimination, occurring within the educational program and instances occurring outside of the educational program if the conduct negatively affects the victim's educational experience or the overall campus environment.

Any person having inquiries concerning the application of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact the Title IX Coordinator.

EEO IS THE LAW

To read more about Equal Employment Opportunity (EEO) please use the following links:

[EEO is the Law English Version](#)

[EEO is the Law Spanish Version](#)

[EEO is the Law Chinese Version](#)