

# **Check List for Advertising and Hiring Staff**

Department of Human Resources  
The University of Southern Mississippi

Contact Person in the Department of Human Resources for hiring staff:

Wanda Naylor 266-5040 [Wanda.Naylor@usm.edu](mailto:Wanda.Naylor@usm.edu).

## **Advertising**

### 1. Job Description on File

Before advertising a staff position, a job description for the position must be on file in the Department of Human Resources (HR). If a job description is not on file, please complete a job analysis questionnaire, located on the HR website [www.usm.edu/hr](http://www.usm.edu/hr) and forward to [Danny.Montgomery@usm.edu](mailto:Danny.Montgomery@usm.edu).

### 2. Request and Justification to Post Staff Position

Complete the Request and Justification to Post Staff Positions form located on the HR website at [www.usm.edu/hr/forms](http://www.usm.edu/hr/forms). All requests to post a position must have the approval of the Chair/Director, respective Vice-President, Chief Financial Officer, and President. The only exception is grant funded positions, which only require approval of the signature authority/principal investigator.

The form should denote the following details:

- position title and number
- position level
- budget information
- number of days to post position: minimal required (five for hourly positions and ten for salaried positions) or “open until filled”
- salary range for position (the minimum starting salary for a position will be listed unless otherwise requested.)
- person’s name and email address to forward employment applications

A sample form, outlining the details listed above is located at [www.usm.edu/hr/forms](http://www.usm.edu/hr/forms).

### 3. Posting of Staff Positions on the HR Website

Completed forms with the appropriate approvals received in HR will be placed on the website weekly on Tuesdays and Thursdays. HR will forward applications via email to the hiring authority or designee daily as applications are received. Do not forget to let HR know the name and email address of the person to receive applications.

#### 4. Removal of Advertisements for Filled Positions

All “open until filled” postings require manual removal from the HR website. It is the responsibility of the hiring authority or designated representative to email HR to remove the position from the HR website. For positions with “open until filled” dates, the removal of the posting should not be requested sooner than five or ten days from the original posting date, depending on whether the position is hourly or salaried. To ensure that the correct position is removed, please indicate the position title and job number.

#### **Selection and Hiring of New Staff**

1. The hiring authority or designee will screen applications and interview from the applicant pool. For jobs listed as “open until filled”, please email HR with the position name and number to remove from the HR website. For posted positions, which state a specific date to fill a position, these will be removed from the HR website on the specific date noted.

2. Once a hiring decision is made, the hiring authority should do the following:

- Contact Wanda Naylor at (601) 266-4052 with the name of the person selected and the requested pay rate,
- Contact the applicant to extend the job offer, once the pay rate has been approved by HR,
- Complete a Personnel Action Form (PAF) and the Applicant Tracking Form (ATF) emailed to you as part of the Hiring Authority Packet, and return to Amy Byxbe in HR. (Both of these documents must be on file with HR prior to the employee starting work.)

3. HR will contact the employee after the PAF and ATF is received to advise of necessary documentation needed and the date and time to report for University in-processing.

4. Rejection letters must be sent by the hiring authority or designee to those applicants who were interviewed but not selected. Sample letters are located on the HR website [www.usm.edu/hr](http://www.usm.edu/hr).

**Note: Any position advertised in a professional publication must get additional approvals. Please refer to the Staff Permission to Advertise Form located on the HR website [www.usm.edu/hr](http://www.usm.edu/hr).**