Informational Workshop for Faculty/Staff
Hiring Processes and Affirmative Action Policies

- Hiring Freeze Guidelines/Exceptions
- Hiring Guidelines – Faculty, Staff
- Criminal Background Checks
- Affirmative Action/Equal Opportunity Policies (UM System and Campus)
- Interviewing Policy
- Reference Checking
- Frequently Asked Questions
- Contact Information
Hiring Freeze Guidelines

http://hraadi.mst.edu/media/administrative/hraadi/documents/hr/ST_hiring_freeze_guidelines.pdf

• All Missouri S&T positions are subject to the freeze except those that are 100% funded through external grants and/or contracts.

• There are exceptions to the hiring freeze if the position is critical to the University’s health, safety, or licensing responsibilities or if the position is critical to the operation of the University’s mission.

• To request an exception you must fill out the form found at the website and attach it to the position in e-recruit
Faculty Hiring Guidelines

http://vpaa.mst.edu/academics/recruitorfillavacantacadpositionwebpage/index.html

- This page has the information for hiring
  - Benefit Eligible Faculty
  - Post Docs and Visiting Scholars
  - Non Benefit Eligible Faculty
- Recruitment Resources for Minority and Underrepresented Groups
  - Links to different sources that target Underrepresented Groups
  - If you need assistance with gaining a diverse candidate pool please contact Kersten Collins in Talent Acquisition at kersten.collins@mst.edu
Staff Recruiting Guidelines

http://hraadi.mst.edu/hr/recruiting/vacantstaffposition/

• Follow the Training Guides to navigate the e-recruit process

• Hourly positions are posted online for 1 week, salaried positions are posted for 2 weeks
  – If you need the position to be posted for longer please contact Kersten Collins at kersten.collins@mst.edu or Keri Wilson at wilsonkeri@mst.edu

• Applicants will be screened for minimum qualifications before being sent to the department
Criminal Background Checks

• This document covers when a background check is required and when it is not (click title above to access document)
• Most new hires/rehires and promotions/transfers to a new department require background checks
• Background checks usually take 7 to 10 days to process
• You will be notified by HR if your candidate does not pass the background check
• New hires must successfully pass the background check prior to beginning employment
Affirmative Action/Equal Opportunity Policies (UM System and Campus)

HR Policy 102 Equal Opportunity Program

http://www.umsystem.edu/ums/rules/hrm/hr100/hr102

• Equal opportunity shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, and status as Vietnam era veteran.

Campus Policy I-27 Affirmative Action


• Affirmative Action means the University will take affirmative action to ensure that all individuals have an equal opportunity for employment, without regard to race, color, religion, sex, national origin, disability or status as a Vietnam era or special disabled veteran.

• The Affirmative Action Plan is available for review at the HRSAADI office and at http://hraadi.mst.edu/aa/
Interviewing Policy

(UM System)

HR Policy 110 Interviewing

http://www.umsystem.edu/ums/rules/hrm/hr100/hr110

• Individuals conducting employment or promotional interviews shall not ask any questions which are not relevant to the applicant's ability to perform the job.

• Hiring supervisors should ask the same core, job-related questions of all candidates to ensure consistency of treatment and comparability of responses among those interviewed.

• A Table of Appropriate/Inappropriate Questions is listed in the policy, please review these to ensure that you are asking appropriate job related questions.

• If you have concerns about your job interview questions please contact AA/EEO at affact@mst.edu

• Prior to scheduling interviews, please e-mail a list of applicants selected for interview to AA/EEO at affact@mst.edu and wait for approval before contacting applicants.
Additional Tiers

Departments can Identify a Tier 1 and Tier 2 of candidates

• You can access the Tier 2 candidates only if a successful candidate is not selected from Tier 1.

• If the department does not identify additional tiers when seeking interview approval, the only applicants that can be considered are those initially selected for interview.

• Department may rank candidates in case first choice candidate declines job offer.

• Tier 2 and/or Tier 3 candidates still need to be dispositioned (rejected) as well as second or third choice candidates.
Reference Checking

• Before any reference call is made, the chairperson should:
  – Inquire if the person is still interested in the position, and if yes...
  – Inform the candidate the committee will be calling references

• Keep careful notes to assist in reconstructing the conversation for your fellow committee members

• Search for patterns of strength and limitation; ask for examples of the individual’s experiences or decisions

• Don’t give equal weight to every remark – consider the source and the depth of the respondent’s relationship to the candidate

• Reference check should be done after interviewing and before a job offer is made
Reference Checking (continued)

• Keep a record of:
  – Name of search committee member
  – Name of applicant under consideration
  – Name / position of reference
  – Time/day/date of call
  – Area code/telephone number called

• We cannot ask informants questions about a candidate that would be illegal to ask the candidate directly. All questions must be job related. Questions asked to references need to be consistent as well, do not ask each reference different questions

• Be careful what you write down so that information will not be interpreted as unlawful discriminatory information (i.e. “the person is too old,” “is disabled”, etc.)
**Weekly Rhythm**

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<thead>
<tr>
<th>Activity</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>Talent Acquisition</td>
<td>Finalize Job Openings for Posting*</td>
<td>Prepare finalized Job Openings for Posting</td>
<td>Post Job Openings</td>
<td>Prepare for Weekly New Employee</td>
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<td>Orientation</td>
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<td>Weekly New Employee Orientation 8:30 am – 10:00 am, 204 Centennial Hall</td>
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<td></td>
<td>S&amp;T Employment Application Window Closes (Midnight)</td>
<td>Screen &amp; route applications</td>
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<td></td>
<td>Monthly Staff eRecruit Workshops - TBD</td>
<td>Monthly Faculty eRecruit Workshops - TBD</td>
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*Please create and submit all Job Openings by noon on Monday.*

10-15 Job Openings
12-15 Job Applications batched, screened and routed
12-15 Offer Approvals (CBC, POET, Offer Letters)
5-7 Lateral Promotions (Offer Letters)
Frequently Asked Questions

What if I want to conduct telephone interviews?
• Phone interviews are allowed, you must phone interview all candidates selected for interview even if they are local. You may also have rounds of interviews, i.e.: phone interviews, then face to face interviews

Do I have to pay for travel expenses when candidates come for interviews?
• No it is the candidates responsibility, but be consistent if you decide to discuss mileage, hotels, etc.

What if I want to “direct promote” a staff employee?
• [http://hraadi.mst.edu/hr/recruiting/staffdirectpromotion/](http://hraadi.mst.edu/hr/recruiting/staffdirectpromotion/)

How do I hire a temporary staff employee?
• [http://hraadi.mst.edu/hr/recruiting/temporaryemployees/](http://hraadi.mst.edu/hr/recruiting/temporaryemployees/)

If you have further questions please contact Everett McDaniel at [mcdanielek@mst.edu](mailto:mcdanielek@mst.edu), Kersten Collins at [kersten.collins@mst.edu](mailto:kersten.collins@mst.edu) or Keri Wilson at [wilsonkeri@mst.edu](mailto:wilsonkeri@mst.edu)
Tips

• Prepare a Departmental Desk Reference “How to Book ….”

• Bookmark http://www.umsystem.edu/ums/hr/peoplesoft-hr/mst-recruit

• Reference and Use Approve UM System Classifications -- Job Codes

• Discontinue use of HRSINFO@mst.edu or instructions using paper applications, CVs or Resume’.
  • Especially in Print Ads, Website Ads, list serve emails, etc.

• Mozilla Firefox is a friendlier browser

• UM System support is available to assist technical issues
  • Internet Explorer 8 or 9 troubleshooting guide
Contact Information

Shenethia Manuel, Associate Vice Chancellor, Human Resources, Equity and Inclusion (HREI), ext. 4241
• Title IX Campus Coordinator, Chief Diversity Officer. Chancellor’s Cabinet. Policy issues, affirmative action, diversity/inclusion, Title IX, personnel issues, UM System

Everett McDaniel, Manager, Recruitment & Compensation ext. 4062
• Oversees the eRecruit process, compensation, H1Bs

Kersten Collins, HR Specialist II, Talent Acquisition ext. 4886
• Oversees academic/staff/temporary recruitment processes, eRecruit training for Hiring Managers, New Employee Orientation

Martha Grisham, Business Support Specialist II, Talent Acquisition ext. 4496
• Academic/faculty recruitment and hiring, faculty bylaws and tenure regulations

Keri Wilson, HR Specialist I, Talent Acquisition ext. 4611
• Staff/temporary employee recruitment and hiring, job inquiries, New Employee Orientation

Karen Chapman, Manager, Compliance & Employee Relations, ext. 4243
• Oversees compliance issues, employee relations, policies and procedures

Cady Holmes, Compliance Specialist II ext. 6314
• AA/EEO review for eRecruit, creates the AA plan, assists with employee relations, and policies and procedures