

Hiring Procedures

To Post a Position:

1. Complete a Position Request Form (which can be found on the HR Forms page here: <https://www.deltastate.edu/human-resources/human-resource-forms/>) and have it approved by the appropriate VP and President/Cabinet
2. Once HR receives the approved form, the hiring department will be notified of the approval.
3. The hiring department will create the position posting in People Admin completing all required fields to indicate position duties, minimum requirements, application documents requested, and other relevant information. Positions can be posted to the DSU Jobs website only or can have outside advertising through the following websites at no additional cost to the department: Higher Ed Jobs, the Chronicle of Higher Education, and Diverse Education. If additional advertising is requested, HR will obtain a quote for the hiring department to review and approve the cost.
4. All positions must be posted for a minimum of 5 days (including weekends and holidays).
5. The hiring department is responsible for reviewing applications, contacting candidates for interviews, checking references for potential candidates, and making the initial selection for the position. **Do not make an offer of employment before getting HR approval.**

To Hire a New Employee:

1. Once the hiring department has decided on a candidate to hire, the hiring manager should email the HR Director (copying all other HR office staff) with the name of the candidate, the proposed salary, and their candidate's email for approval.
2. Once the HR Director approves the hire, the hiring manager then makes the unofficial offer to the candidate.
3. If they accept, the hiring manager will notify HR and the background check will be sent to the candidate via email. If applicable, the candidate will also be instructed in the email to come by HR to pick up the drug screening form to complete at the designated location. The candidate must submit their background screening and completed the drug test within 2 days of being notified or the offer can be rescinded.
4. HR will notify the hiring manager when the background screening and drug screening (if applicable) is returned with an acceptable result.
5. The hiring department will then complete the hiring proposal in People Admin with the proposed start date. The hiring dept can submit the hiring proposal

while waiting for the results of the background check or once a successful result has been returned. The hiring proposal must be approved before the employee can start work.

- a. Once the position has been closed and a hiring proposal created for the successful candidate, the hiring department should move all other candidates in the workflow to indicate if they were “not interviewed, not hired,” “interviewed, not hired,” or to any other applicable status. This is a required step before the position can be moved to filled. At that time candidates who were not interviewed will receive an automated email from PeopleAdmin letting them know the position was filled. Hiring departments are responsible for notifying any candidate interviewed that the position was filled.
6. HR will generate and send the official offer letter once the above steps are complete. The original offer letter will be sent to the hiring department for the candidate to sign on or before their first day of work. **Under no circumstances may an offer letter be generated from the department or hiring supervisor unless approved by Human Resources. Be sure to allow enough time for the completion of the approval process.**
7. New employee paperwork is sent to the candidate electronically once the hiring proposal is approved. This can be completed by the employee prior to their start date or on their first day of employment. *Department supervisors should view and verify the documents submitted for the new employee’s I-9 Employment Verification form on or before their first day of employment.*
8. An EAF is completed to put the new employee on payroll within 2 days of receiving notice of the successful background and drug screening.

Background/Drug Screening Information

Once an approved offer is made, Human Resources will send the candidate the link to the background authorization site. Some positions will also require a drug screening. The individual may **not** start employment, volunteer to work, or attend any job trainings until HR receives the background screening and/or drug screening report.

A background screening may take up to 10 days depending on research required. Please allow enough time for the screening process to be conducted. Once an acceptable background is approved, the hiring department will be notified by HR. The hiring manager will contact the candidate and arrange a starting employment date.