**Screening and Interview Checklist for Full-Time Staff**

# Preparing for the Search Process

Please review the Employment Policies and Procedures in the *Employee Handbook for Administrative, Professional, and Support Staff Employees* at <https://www.missouristate.edu/Policy/G7_02_3_EmploymentPoliciesandProcedures.htm>. Specifically, review the different requirements for screening applications for support staff positions (non-exempt) and administrative/professional positions (exempt) in the following sections:

* 3.6.1 Support staff positions
* 3.6.2 Administrative and professional positions

Search committees are required for administrative and professional staff positions. They are not required for support staff, or non-exempt positions. However, please be sure that all individuals participating in the search process are provided with, and adhere to, the guidelines set out in the information below when applicable.

The Office for Institutional Equity and Compliance requires search chairs of administrative and professional searches to attend annual training.

* Please register “Conducting a Legal and Effective Search” via My Learning Connection on My Missouri State.

Please review and distribute *Recruiting a Diverse Workforce: Guidelines for Hiring Faculty, Academic Administrators and Executive, Administrative, and Professional Staff Search Guidelines*: [https://missouristate.edu/equity/search-guidelines.htm.](https://missouristate.edu/equity/search-guidelines.htm) Specifically, review the following sections:

* 1.7 Confidentiality
* 2.3 Responsibilities of the Search Committee Chair
* 5.4 Screening Resumes/Curriculum Vitae

Please review and distribute *Appropriate and Inappropriate Questions* with the search committee members: [https://missouristate.edu/equity/search-guidelines.htm.](https://missouristate.edu/equity/search-guidelines.htm)

# Accessing Application Materials on the Applicant Tracking System (ATS)

All application materials are submitted online by each applicant. Hiring departments should not accept application materials (resume, cover letter, etc.) in hard copy from applicants.

Please review [Full-time Faculty and Staff Screening Applicants section of the Applicant Tracking System Manual](https://pa-hrsuite-production.s3.amazonaws.com/156/docs/454360.pdf). Please note that the entire manual can be found at the bottom right corner of the screen when logged into the ATS.

The Posting can be accessed by logging into the Applicant Tracking System (ATS) through My Missouri State using the single sign on credentials.

* Find the ATS by clicking the Work Resource Tab, locating the Hiring and Personnel heading and selecting the Applicant Tracking System link.
* When working in the ATS, the search chair is typically in the role of Applicant Reviewer. Click on the drop-down arrow in the User Group box to select the Applicant Reviewer role. All other search committee members will select the role of Search Committee Member.
* Select the Postings tab
* Select Full Time Staff Positions. The title of the posting will appear on your page.
* Select the blue title to open the posting.
* To view applications and applicant materials, select the Applicants tab in the posting.
* We encourage the Search Committee Chair to confirm that all Search Committee Members have an account in the ATS and explain to them how to view applicant materials. If your search committee members need to have an account created in the ATS, they will complete the form on the Work Resources tab in My Missouri State using the [Applicant Tracking System Access](https://forms.office.com/Pages/ResponsePage.aspx?id=5DDYyk9VYUO65chlIz-3f72OVDOxTiRNgSK5km3yw-ZUMlZKUFFNUUZHQzJCVUVIT0NNTEU0UFRCSy4u) link. HR will notify the individual once an account has been created. Members of the search committee that are not full-time staff or faculty can be added as guest users in the ATS and will not fill out this form.
* The applicant reviewer and/or search committee must ensure that the applicants recommended for interview meet the requirements outlined in the job description. Please contact Human Resources if you have questions regarding the job description requirements and/or the equivalency charts for Job Families 1 and 3.

# Interview Process

The following items should be provided to the applicant as part of the interview process:

Job descriptions: <https://www.missouristate.edu/human/jobdescriptions/>

Staff Fringe Benefit Summary: <http://www.missouristate.edu/human/3666.htm>

Staff Holiday Schedule: <http://calendar.missouristate.edu/staffholiday.aspx>

# Post Interview Process

Review the [Full-time Faculty and Staff Hiring Proposal section of the Applicant Tracking Manual](https://pa-hrsuite-production.s3.amazonaws.com/156/docs/454361.pdf)  and [Appendix A (Hiring Proposal Details)](https://pa-hrsuite-production.s3.amazonaws.com/156/docs/386746.pdf)

The applicant reviewer must code applicants not selected with the appropriate from the [list of not-hire reason codes](https://s3.amazonaws.com/pa-hrsuite-production/156/docs/38042.pdf).

Classification and Compensation Policies from the Employee Handbook:

<http://www.missouristate.edu/human/staffhandbook/Chapter4.htm>

* 4.3.3 Starting Salaries
* 4.3.4 Promotions
* 4.3.5 Transfers

Reference Checks:

* Reference check forms (at least two) should be completed and submitted to the Office of Human Resources.
  + The Reference Check Template for administrative and professional staff (exempt staff) is located on the Institutional Equity and Compliance website at: <https://www.missouristate.edu/Equity/reference-check-template.htm>
  + The Reference Check Template for support staff (non-exempt) is located at: <https://www.missouristate.edu/assets/human/Applicant_Reference_Check_Form.pdf>

Upon the approval of the hiring proposal and Human Resources receiving all completed reference checks for the selected candidate, HR will contact the top candidate to proceed with the pre-employment process including the criminal background check.

Criminal Background Check Procedures: <http://www.missouristate.edu/policy/Op7_05_CriminalBackgroundCheck.htm>

* A criminal background check must be complete prior to extending a formal offer of employment.

Employment Offer Letter (Exempt Only):

* Contact the Office of Human Resources for the template letter, and direction on which information to include.

If you have questions regarding the search, please contact the Office of Human Resources at 836-5102 or email HREmployment@Missouristate.edu.