

Recruitment Plan

- Go to the office for equity and diversity website. www.missouristate.edu/equity
- On the left of the page hold your mouse over “search resources” and another box containing links will appear to the right of your cursor. Click “Professional and administrative staff searches” or “Academic searches”
 - Regardless of the type of search, professional or academic, the online search process link is the same on both pages; however, the two pages have links to different guidelines and information for conducting a search. Review the guidelines for conducting your current type of search before continuing.
- Look for the horizontal maroon bar with “Forms” written in white. Under this heading, find and click on [Online Recruitment Plan, Applicant Summary and Employment Offer Request](#).
- On the next page enter your user ID (private ID / how you log on to a campus computer) and corresponding password.
 - The next step is the first step in creating your search. It is also the first point at which professional and academic searches differ. The professional and academic online search processes differ in only a few instances. This course will follow the process for a professional search, but will note in red where academic searches differ and what to do differently.
- After logging into the system look under the heading “Create New Search” choose “Create Administrative/Professional Staff Search.”
 - For academic searches choose “Create Faculty/Academic Administrator Search”
- Answer the following questions about your search by clicking the circle next to your answer.
 - After answering some questions you will be prompted to answer a follow-up question.
 - For professional searches refer to the Professional Questions slide.
 - For academic searches refer to the Academic Questions slide.
- After answering these questions click continue to proceed.
 - Depending on your answers the search may become abridged and you must give a justification explaining why the search should be abridged on the next screen.
 - If you do not wish to have an abridged search click your browser’s back button and reassess your answers to these questions.
 - If you choose to submit an abridged search give your justification in the text box provided and click continue.
 - All Abridged searches must be approved by the Major Administrator, Human Resources and the Office for Equity and Diversity.
- The next screen asks for information about the position and department. Complete this information and click continue
 - Under position information, answering yes to the “New position” option means that this job is newly created and this search is the first to attempt to fill this position.
 - If you choose yes you must type the title of the new position and choose a similar position from the drop-down menu.
 - If this search is abridged, you must select the type of abridged search and you have the opportunity to edit your justification why the search is abridged.
- The next page gives you the opportunity to visit the job descriptions list and review the job description for this position. If the job description needs to be updated notify Human Resources. Click continue when finished.
- Then next page shows the possible minority and women recruitment goals for your department. After reviewing this information click continue.
 - If you have recruitment goals it is best to advertise in ways to increase female and/or minority applicants. This is covered in the search training required of search committee members.
 - Your goals should only impact your recruitment efforts. All applicants should be evaluated on merit factors regardless of these goals.
 - For Academic searches the goals shown are for your College

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- The next page allows you to select the professional, MSU, and newspaper outlets in which you plan to advertise. After you have selected these click continue.
 - If you have goals in place it is best to advertise in multiple and diverse outlets.
- The next page asks for the timeline of your search. After completing this information click continue.
 - The timeline may be shorter if you have an abridged search.
 - The hiring unit should not begin interviewing applicants until the deadline date has passed.
 - See the search guidelines for timeline requirements and suggestions.
- The next page asks for information about the search committee. After completing this information click continue.
 - The hiring administrator and major administrator are automatically entered based on the department you chose earlier.
 - To change either of these click “Specify Different Approver” and enter the public ID (first part of the email address) of the person who is to be the new major/hiring administrator for this search.
- The next page is a review of your current recruitment plan. Ensure all your information is complete and correct and click “Submit Recruitment Plan for Approval.”
 - You may edit any of the information on this page by clicking the “Edit This Section” button below the information you want to change.
- After submitting the recruitment plan for approval, the major and hiring administrators as well as the hiring unit secretary, and Human Resources, will automatically receive emails requesting approval of your search.
 - FOR APPROVERS – follow the link on the email and log onto the search in need of your approval. Add comments and approve or reject the recruitment plan.
 - In the case of abridged searches the Office for Equity and Diversity will also receive an email.
 - Human Resources posts the position and assigns your search a search number
- After the search is approved you are ready to enter applicant information.
- You will likely enter applicant data at another time.
 - You do not need to log out, simply closing the browser will save your search.

Applicant Summary

- Once people begin applying for the position you need to enter information about the applicants into the applicant summary.
 - Stop accepting applications on the proposed deadline date.
- Log on to the [Online Recruitment Plan, Applicant Summary and Employment Offer Request](#).
- The opening screen should show your current search.
 - Under the action heading click on “View” to view your search.
 - While viewing your search you may navigate throughout the different stages of the search (e.g. recruitment plan, applicant summary, employment offer request, with the links on the left side of the screen.
- Many applicants will apply online. These applicants’ names will be automatically entered into the applicant summary and appear on your screen.
 - If an applicant applies with a paper application you will need to enter all of her/his information manually.
 - To do this click the “Add Applicants” link at the upper left of the screen.
 - It is the first link under the picture of the University seal.
 - The next screen has several blanks for the applicant’s information. Enter the all the information available to you and click “Add Applicant” at the bottom of the page.

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- Regardless of the manner by which the applicant applies, you must complete several fields for each applicant. To enter information for an existing applicant locate the applicant you wish to modify and click the “Edit” link to the right of her or his name.
- The next page has blanks for you to enter applicant information. Enter the information you have and click “Save Changes” at the bottom of the page. You will be directed to the Applicant Summary main page
 - Do this for all applicants.
- After the search committee has evaluated the applications, edit each applicants information to reflect their decisions. To open an applicant’s information to edit it, locate the applicant on the main screen of your applicant summary and click the “Edit” link to the right of the applicant’s name . Tier each applicant and provide a justification in the comments box and click “Save Changes” at the bottom of the screen.
 - For a list of possible tiers and some important information see Appendix i.
- If an applicant submits an application electronically, the hiring unit can view the applicant’s application by selecting the view applicant button next to the applicants name. Also, the hiring unit via the required supplemental materials via the online application.
- After you have entered all the required information for each applicant, tiered them appropriately, and are no longer accepting applications, you may submit the search for approval.
 - **“Application deadline:** Generally, executive, administrative and professional staff searches will have a stated deadline. The Hiring Administrator and Major Administrator should decide the appropriate deadline based on the needs of the department. However, it is generally recommended, that for national and regional searches, a deadline of a minimum of 3 to 4 weeks from the date of advertisement be established. Please note there may be times when a stated deadline is not in the best interest of the department. In those instances, the Hiring Administrator, in consultation with the Major Administrator, could elect to post a position utilizing the following language: first date of consideration is X Date; applications will be accepted until position filed, etc.” As copied from [Guidelines for Hiring Executive, Administrative and Professional Staff](#).
 - **“Application deadline -** Generally, searches for academic administrators and faculty should not have a definite closing date. Flexibility is built into the process by the use of phrases such as: “Consideration of applicants begins on _____ and continues until position is filled.” In most cases, the stated date of first consideration of applicants will be at least 30 calendar days from the date the *Recruitment Plan* is approved and may not, in any case, be less than 14 days from the first day an ad is published.” As copied from [The Academic Search Process: Guidelines for Hiring Faculty and Academic Administrators](#).
- Navigate to the Applicant Summary main page. Near the top of the screen locate and click the “Submit Search for Approval” button.
 - The button is located within the “Action Needed” box. If the button is not showing click the red link “Show” to expand the box and view the button.
 - The required information can be found at the top of the applicant summary main page. The required information for each applicant is: First & Last Name, Tier, Application Date, Met Minimum Qualifications (or not), Authorization Form Signed, Selected for Interview (or not), and Date Acknowledgement Letter Sent.
- Once you submit the applicant summary for approval the Hiring and Major administrators will receive emails requesting their approval

- FOR APPROVERS – follow the link on the email and log onto the search in need of your approval. Add comments and approve or reject the recruitment plan.

Employment Offer Request

- After further screening of the applicants and/or after interviews, edit each applicant's information and enter any new information including the disposition codes.
 - For a list of possible disposition codes and some important Information see Appendix ii.
 - When entering the disposition codes for the Employment Offer Request, set the disposition codes as if your top candidate accepted the position.
 - You can communicate with applicants concurrently with the online search process.
 - If your top candidate declines the position you may offer the position to any one of the other candidates on your Employment Offer Request. Change the disposition codes appropriately and rationale for ranking the candidates appropriately.
 - In this case change the disposition code for your top candidate to "*N – The applicant was interviewed and the job was offered, but the applicant declined the offer.*" Be sure to change to disposition code for the candidate who accepted the position to "*O – The applicant was interviewed and the job was offered and the applicant accepted the offer*"
- To begin the employment offer request click the link on the left sidebar "Employment Offer" Then click "select candidate" at the top of the left sidebar.
- On the next screen select your first choice candidate from the dropdown box and complete the remaining boxes for that candidate.
 - The dropdown box is populated with only your tier 1 candidates.
- Continue to select candidates until all your tier one candidates are ranked in order of your preference for hire.
- After you have ranked all your candidates you must provide a rationale why your first choice is more qualified than your second and third etc. choices.
 - When you are finished click "save rationale" below the text box.
- Submit the EOR by clicking on the box labeled submit employment offer.
- The next page asks you to certify that your search process was done legally and according to the Missouri State University Hiring procedures. To agree to this click the "Submit" Button at the bottom of the screen.
- After the EOR has been reviewed, log on and view your search. Under the employment offer tab you will see an action needed box . Here you must submit the search for contingency checks and closure.
 - You also have to option to request a new employment offer. Because this process and communication with the applicants can occur concurrently you may need to change your EOR if your top ranked candidate declines the position.
 - Human Resources will then perform contingency checks on the selected candidates.

Appendix i

Tiers

- 1 – These are the applicants you plan to interview.
- 2 – These applicants are fully qualified and would be interviewed except they are not comparably qualified to the tier 1 applicants.
- 3 – These applicants meet the minimum requirements, but are not comparably qualified to the tier 2 applicants.
- 4 – These applicants meet the minimum requirements, but are not comparably qualified to the tier 3 applicants.
- 5 – These applicants meet the minimum requirements, but are not comparably qualified to the tier 4 applicants.
- 99 – The applicants do not meet the minimum requirements for the position.
 - If an applicant withdraws from the search s/he should be changed to tier 99 regardless of her or his tier before withdrawing.
 - An applicant should be tiered 99 if s/he does not sign her or his application or does not complete it.
- A few notes on tiering
 - Several applicants can be in each tier
 - Only applicants in tier 1 should be interviewed at first. Even though applicants in tier 2 may be acceptable candidates for interview, they are not comparably qualified to tier 1 applicants. The Employment offer request is populated with only tier 1 applicants.
 - The tiering system is a ranking system where tier 1 contains the most preferred/qualified applicant(s). There is no ranking within a tier; all applicants within a given tier are ranked equally.
 - All applicants within a tier are considered to be essentially equally qualified to every applicant within the same tier.
 - For instance: If you want to interview any applicant in tier 2 you must interview all tier 2 applicants.

Appendix ii

Disposition Codes

- B – Applicant contacted, but s/he declined the interview yet would like consideration for other similar positions
 - Applications can only be considered for 60 days from the date their application is submitted. After the application expires the applicant must submit another application to be considered for more positions.
- E – Applicant is not qualified. The applicant does not meet the minimum qualifications (tier 99).
- I – Applicant did not show for the scheduled interview
- J – Applicant not interviewed.
 - The applicant meets the minimum requirements, but is not selected to be interviewed.
- K – The applicant was interviewed, but withdrew before the position was offered.
 - This disposition code recognizes that some applicants will withdraw after their interview, but before the hiring unit makes a decision.
- L – The applicant was interviewed, but during the interview the hiring unit determined s/he did not meet the minimum qualifications for the position
- M – The applicant was interviewed, but the position was not offered to the applicant.
- N – The applicant was interviewed and the job was offered, but the applicant declined the offer.
- O – The applicant was interviewed and the job was offered and the applicant accepted the offer.
- U – The hiring unit was unable to contact the applicant.
- X – The entire search was administratively withdrawn.
- Z – Other