

## POSTING PROCESS FOR POSITIONS AT MISSISSIPPI STATE UNIVERSITY

Effective March 28, 2011, the internal process for posting staff positions is no longer required and normal online posting procedures will apply. To post a position for internal applicants at MSU, the waiver process must be followed (see link for [Exceptions to the University's Recruitment and Selection Procedures](#)) prior to posting on the MSU Online Employment System. Staff positions should be posted according to the following process.

- **Executive/Managerial/Administrative and Faculty positions** - Positions must be posted for all applicants for a minimum of 15 calendar days.
- **Professional (non-faculty) positions** - Positions must be posted for all applicants for a minimum of 15 calendar days.

Postdoctoral Associates are not required to be advertised on the MSU Online Employment System; however, if the department/unit chooses to advertise, the posting procedures for Professional (non-faculty) positions should be followed.

- **Non-Exempt (all pay grades) positions** - Positions must be posted for all applicants for a minimum of 5 business days.

If there are any questions, please feel free to contact your HR Generalist at (662)325-3713.