

# INTERMITTENT WORKER OR POSTDOCTORAL POSTING AND HIRING PROCEDURE

## Create PARF

- Hiring Coordinator creates the Position Approval Request Form (PARF.)

## Route for Approval

- Hiring Coordinator should select the appropriate approval process and route the PARF electronically for approval.
- Hiring Coordinator, Additional Hiring Coordinator, and HR Generalist will be notified via email once the final approval has been obtained.

## Applicant Submits Application Materials

- HR Generalist will blind source the posting (not posted on the career website) and send the link for the job to the Hiring Coordinator.
- Hiring Coordinator sends link to applicant for the blind posting via email to the applicant to submit electronically the application and/or documents for the position. The applicant should be asked to notify the Hiring Coordinator after the application has been submitted online.

## Job Offer

- Once the applicant(s) apply, hiring Department makes verbal offer and prepares offer letter. Then, obtains the appropriate approvals, electronically.
- Hiring Coordinator will be notified via email when the final approval has been obtained.

## Make Online Offer

- Once all approvals have been obtained for the offer letter, the online offer may be made to the candidate.

## Acceptance Recorded

- Candidate accepts position and completes MSU Onboarding Form.
- Employee information is entered into BANNER in HRM.

## Complete and Submit New Hire Paperwork

- Applicant has access to the Onboarding Portal. Hiring Coordinator coordinates completion of new hire paperwork through the tasks in the workflow.
- Hiring Coordinator submits paperwork to HRM by payroll deadline date. (See this link: <http://www.controller.msstate.edu/payroll/dates/>)

## Job Filled

- Hiring Coordinator closes out the job in the system and changes PARF status to Filled.