

# REHIRED RETIREE

## Create PARF

- Hiring Coordinator creates the PARF and selects the appropriate option from the field, **Type of Posting**.

## Route PARF to HR Generalist

- HR Generalist receives PARF and creates a blind posting and adds a link to the posting to the PARF notes.
- *A **blind posting** is a posting that is created for the Career site, but is not visible to any applicants.*
- Approval process is cancelled by the HR Generalist and PARF is returned back to the Hiring Coordinator.

## Applicant Submits Application Materials

- Hiring Coordinator sends link to applicant for the blind posting via email 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.

## Route for Approval

- Once the applicant applies for the position, the **Hiring Coordinator should select the appropriate approval process and route the PARF.**
- **The Hiring Coordinator, Hiring Authority, and HR Generalist will receive an email when the final approval has been obtained.**

## Job Offer

- 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.