



HIRING PROCESS OVERVIEW

1. Complete a Position Request Form in EBS.
 - The Position Request Form will route for department approvals first and end at MSU HR.
 - Once MSU HR has approved the form, the posting will be finalized by the HR Analyst in the ATS. The Primary Staffing Coordinator and Staffing Coordinator Backup 1 on the posting will receive an email notification when the posting is accessible within the ATS.
 - The posting will open for application submissions based on information entered on the form.
2. Review applications as they are submitted.
 - Applicants that you will not be moving forward in the process should be dispositioned into an *Interview not selected* application status in the ATS.
3. Conduct Phone/Skype interviews, if desired.

Note: Executive Management positions must obtain interview list approval for all interviews, including Phone/Skype Interviews. Reference step 5 for further details on this approval.
4. Recommend candidates for onsite interview.
 - Change applicant statuses into *Recommended for Interview – Onsite* or *Recommended for Interview – Alternate*.
5. Obtain interview list approval.
 - Fill out the FAS Interview List Approval Form and obtain signatures from the Dean and Chair.
 - Upload the signed form to the *Documents* tab of the Job Card.
 - Send the applicant list to the Office for Inclusion and Intercultural Initiatives (I3) through the ATS by changing the statuses of all applicants recommended for interview into *Interview List Sent to Compliance Panel*. You must also change the job status to *Compliance Review* in order for I3 to receive the interview list. Once approved by I3, staffing coordinators will receive an email notification.
6. Conduct interviews.
 - Once interviews are complete, change the application status to *Interview 1 Completed* (or *Interview 2 Completed*) in the ATS. Enter the interview date on the **Confirm status change** page next to Interview 1 (or Interview 2).
7. Select a candidate for hire and make the offer to that individual.
8. Complete a Hiring Recommendation for the candidate in the ATS by changing the candidate's application status to *Hire Recommendation*. Upload the final, signed offer letter to the Hiring Recommendation.
9. Send the signed offer letter to the candidate through the ATS by changing the applicant status to *Offer made online*.

Note: The candidate must "accept" the offer through their Applicant Portal in order to initiate the Onboarding Portal. **Do not** change the application status into *Offer accepted* on behalf of the candidate.
10. Disposition all candidates who were not selected into the appropriate application status.
11. Complete the Appointment Form in EBS.