



## Hiring Steps – Full-Time Staff

### Step One – Authorization to Hire

1. Hiring Manager needs to complete a [job requisition form](#).
2. Current job description must be attached to the job requisition.
3. Hiring Manager needs to send completed job requisition through the divisional chain of command. Once the divisional vice-president has approved job requisition, it is to be forwarded to the Office of Budget & Planning (OBP). Once processed by OBP, the job requisition along with the job description will be forwarded to Human Resources for posting.

### Step Two – Job Posting & Advertising

1. The job description provided by the Hiring Manager will be used for the job posting.
2. All positions will be posted on the MGA Career Opportunities site.
3. Positions externally recruited must be posted for a minimum of 10 business days. Internal-only searches are posted for a minimum of 5 business days.
4. Positions will be advertised externally depending on the type of position.

### Step Three – Review of Application Materials

1. The Hiring Manager may assemble a search committee, however it is not required. The search committee should represent a diverse group of individuals where all backgrounds are appreciated and support collective, thoughtful decisions.
2. Human Resources will give the search committee members/Hiring Manager access to the folder with the application materials.

### Step Four – Screening and Interviewing Candidates

1. First level of screening:
  - Determine the initial group of candidates to screen via telephone, Skype, etc.
  - It is advisable to confirm the candidate's salary requirements are in-line with the salary we are prepared to offer for the position.
  - Development of a matrix to evaluate qualifications of candidates based on job posting.
  - Develop a list of questions that will be asked of all candidates. It is important that the process is identical for all candidates. For example, it would not be appropriate to interview a candidate in person because they live in the area while screening the other candidates via telephone because they do not live in the area. This would provide the local candidate with an unfair advantage over the others.
2. Second level of screening:
  - Determine the finalists for the position who will be invited for an in-person interview.
  - If the person is not a local candidate and hotel and/or flight reservations are needed, the Chair/Hiring Manager must get approval for the expenses via the divisional chain of command.

- Develop another list of questions to be used for all candidates.
- References must be checked.

#### **Step Five – Job Offer**

1. Once the interview process is complete and a candidate has been chosen for hire, the Hiring Manager may extend a verbal offer of employment at the salary level approved on the job requisition. No salary above this amount may be extended without first securing approval from the Executive Vice President for Finance and Operations (EVPFO).
2. All offers of employment are contingent upon the successful completion of a background check and candidates are to be told this at the time the verbal offer is extended.

#### **Step Six – Background Check**

1. Once the candidate accepts the verbal offer, the Hiring Manager is to contact Human Resources and ask that a background check be complete. (In order to do this, Human Resources will need the name of the candidate and personal email address). The candidate will receive an email with instructions indicating how to log in to provide the background information required to conduct the check.
2. Once the background check is cleared, Human Resources will notify the Hiring Manager.

#### **Step Seven – Personnel Action Request Form (PARF) and Offer Letter**

1. After being notified the background is clear, the Hiring Manager will need to complete a [PARF](#) and send it through the chain of command to gather required signatures. The PARF will be sent to the OBP for processing and then to the EVP of Finance & Operations.
2. The OBP sends the completed PARF to Human Resources. The written offer letter will be prepared by Human Resources and forwarded to the EVPFO for signature and distribution to the candidate via email. Departmental managers will be copied on the email when the offer letter is sent to the candidate.

#### **Step Eight – Signed Offer Letter**

1. Once the offer letter has been returned signed, The Chair of the Search Committee/Hiring Manager will send all documentation created during the recruitment process (notes, resumes, interview schedules, etc.) to Human Resources in Macon where they will be maintained. Please be sure to mark the materials with the position recruited, month/year, and the successful candidate name and start date.
2. Human Resources will send an email/letter to all candidates who were contacted during the process, thanking them for their interest in working for MGA. Search Committee/Hiring Manager will need to place all interviewed candidate's application materials in the "interviewed file" in the Access Link you received to view all applicant's materials.
3. Human Resources will send an email/letter to the remaining candidates who were not contacted by the Search Committee.

#### **Step Nine – Onboarding**

1. Once Human Resources receives the signed offer letter, they will send out the "Welcome New Hire" email which includes the online orientation material and the date and time for the in-person orientation session.

2. Human Resources will create the new employee's email, and will send the new hire email activation instructions.
3. Human Resources will notify the Hiring Manager to give the new hire access to position specific folders/software (banner, dware, campus logic, etc.).

Reminder: in order to stay in compliant, **I-9's must be completed no later than the first day of employment.**