



MISSISSIPPI BOARD OF TRUSTEES STATE INSTITUTIONS OF HIGHER LEARNING
IHL EXECUTIVE OFFICE- **CHECKLIST FOR PERSONNEL APPOINTMENTS**

Print this Checklist, check (✓) tasks as completed, and submit with final paperwork.

STEP 1

- ☐ **Approval to Advertise and Fill Position.** Complete the **Employee Requisition Form** to request approval to advertise and fill a particular position. The form should be initiated in the department where the vacancy or new position exists. All clerical and support positions must be advertised for a minimum of 10 calendar days on IHL's website. Additional advertising (e.g. newspaper and professional publications) can be requested on the Employee Requisition Form. The requesting department will be charged for advertising costs. Signatures required: Assistant Commissioner of hiring unit, Assistant Commissioner Finance and Administration, and the Commissioner. The Personnel Administrator will review the position to ensure proper classification and compliance with the Fair Labor Standards Act before advertising. The Employee Requisition Form should be accompanied by:

A) A position summary including position title, department, account number, position number, and nature of the position (full or part-time, etc.), qualifications (required & preferred), essential functions, salary information, application procedure, and application deadline date. A shortened newspaper ad version of the position description must be included if the ad is to be placed in the paper.

B) Copies of any tests that will be administered during the interview process (if applicable).

STEP 2

- ☐ **Search Committee; Circle one (yes/no).** A search committee is not required for filling clerical and support positions. Exercise departmental discretion. If a search committee is formed, notify the Office of Human Resources who has been appointed chair for the committee. Additional information will be forwarded to the Chair from the Office of Human Resources related to documenting the search process.

STEP 3

- ☐ **Interview Approval.** After application deadline has passed, the **Office of Human Resources will forward complete applications of qualified candidates to the department.** All candidates must formally apply for employment through the Office of Human Resources. ONLY applicants referred by Human Resources may be interviewed and selected. The requesting department is responsible for scheduling interviews with the applicants and checking references.

STEP 4

- ☐ **Permission to Hire.** Once interviews have been conducted and a department's top candidate has been chosen, contact the Commissioner's Office to schedule a brief meeting between the candidate, department head and the Commissioner. Upon the Commissioner's approval of a candidate, notify the Office of Human Resources of the candidate chosen for the position and the suggested salary amount.

STEP 5

- ☐ **Making an Offer.** Offers of employment are made by the Office of Human Resources unless delegated to the budget authority. The Office of Human Resources will notify applicants that the position has been filled.

STEP 6

- ☐ **Hiring the Employee.** Complete the **Personnel Action Form** and forward to the Office of Human Resources after obtaining appropriate approvals. The following should be forwarded to the Office of Human Resources: applicant files, related paperwork, paper copies of votes (if applicable), applicants' interview tests, and this checklist.