

## NOTICE

**This vacancy will remain posted at Human Resources and will be listed on our web site until notification is received from the President's Office that the position has been filled or written notice is received that the position has changed or will not be filled as posted.**

### Hiring Procedure for Staff Positions

#### When a vacancy occurs:

Please send a copy of the letter of resignation (for a contract employee) or a Non-Academic Personnel Action Notice with the section for resignation completed (for an hourly employee) to the President's Office as soon as a resignation is known.

#### Filling a vacancy:

1. Complete a Faculty/Staff Personnel Request form, available from Human Resources. Be sure to include budget number and signature for placement of ads.
2. Route the Faculty/Staff Personnel Request Form to the appropriate offices for the required signatures.
3. The Faculty/Staff Personnel Request Form will be returned to Human Resources for approval by the EEO officer. The EEO officer will discuss any suggested changes with the originating office. A qualification listed as "preferred" will allow the department to select an applicant that does not have that qualification but it will be given special consideration in the decision process. An applicant should not be considered if he/she does not have a qualification which is listed as "required."
4. Human Resources will post the position opening and prepare the advertisement(s). The originating office will receive copies of all materials involved. All vacancies must be posted for five **working** days, to include one Tuesday, **before** applicants can be contacted and interviews arranged. Depending on where the ad is published, please allow time for applicants to respond before giving serious consideration to making a final decision. See the suggested time frame on page two of the Faculty/Staff Personnel Request Form.
5. Application materials for staff positions should be directed to the Human Resources Office. A copy of all applications received in response to advertisements will be forwarded to the hiring office.
6. Conduct interviews and check references (at least five working days after posting).

*Continued on next page.*

7. Complete the Non-Academic Personnel Action Notice for the recommended candidate. Attach a copy of the application, transcripts, a summary of the verification of references, a brief rationale as to why this person is best qualified for the position, and a statement that the person recommended for employment meets all criteria listed as “required” on that position posting. If all qualifications are met, the information listed above should be forwarded to the appropriate offices for approval.
  - If the recommended employee does not meet all the criteria specified as “required” by the originating department, the position search must be reopened with a new posting and a revised position description. The originating department should contact the Human Resources Supervisor to initiate a new posting. Once again, a five-day waiting period must be observed.
8. An offer of employment to the person recommended for employment can **NOT** be made until the Non-Academic Personnel Action Notice has been approved, signed, and returned to the hiring office.

**After employment offer is accepted:**

1. Make sure the new employee comes to the Human Resources Office to fill out all required paperwork so he/she will get a paycheck. The new employee will need to meet with the Benefits Coordinator. It is advisable to call ahead and make an appointment. A driver’s license and Social Security card, or other appropriate identification, are required to complete the I-9 and other paperwork.
2. Complete the Position Recruitment Report and send the original to Sally Detweiler, Gender Equity/EEO Compliance Officer and a copy to Human Resources.
3. It is important that applicants receive notification that the position has been filled. Please coordinate with Human Resources to assure that all candidates who applied for the position are notified. Sending Human Resources a copy of the Position Recruitment Report will assist in that process.
4. All application materials of persons not selected should be destroyed or returned to Human Resources.

**Confidentiality:**

All information provided about an applicant is confidential and should not be available to individuals who are not directly involved in the search process. Information learned from this process should not be discussed or shared outside the search committee.

**TRUMAN STATE UNIVERSITY  
FACULTY/STAFF PERSONNEL REQUEST**

Initiate all hiring by returning this **COMPLETED** request, including all appropriate signatures, to the Human Resources Office, McClain Hall 106. Once the routing process is fulfilled, Human Resources will return a copy of this form to the originator and the advertising process can then begin. **A copy of this form must be attached to each ad requisition.**

Date of Request: \_\_\_\_\_ Cost Center: \_\_\_\_\_

Position Title: \_\_\_\_\_ Position Number: \_\_\_\_\_

Full Time  
 Part Time  
 Temporary (from \_\_\_\_\_ to \_\_\_\_\_)  
 Tenure Track

Hourly Salary \$ \_\_\_\_\_  
 Annual Salary \$ \_\_\_\_\_

New Position  
 Replacement Employee being replaced \_\_\_\_\_ Current Salary \$ \_\_\_\_\_  
 Current Employee Retired \_\_\_ Resigned \_\_\_ Other (Please describe) \_\_\_\_\_

Date Employment to Begin \_\_\_\_\_ Effective Date \_\_\_\_\_

Requested by \_\_\_\_\_ Dept./Division \_\_\_\_\_ Phone \_\_\_\_\_  
 (Signature)

**Please route, acquiring all necessary signatures, and return to Human Resources.**

<input type="checkbox"/> Recommended		
<input type="checkbox"/> Not Recommended		
	<b>Appropriate President's Staff</b>	<b>Date</b>

<input type="checkbox"/> Recommended		
<input type="checkbox"/> Not Recommended		
	<b>Budget Office</b>	<b>Date</b>

<input type="checkbox"/> Search Approved		
<input type="checkbox"/> Search Not Approved		
	<b>President of the University</b>	<b>Date</b>

If the position is not budgeted but search is approved, the source of funding must be identified in advance and approved by the Budget Director.

*Source of funds* \_\_\_\_\_

<b>TO BE COMPLETED BY HUMAN RESOURCES</b>	
<b>Advertisement Compliance</b> (EEO Officer)	_____ (signature/date)
<b>Reviewed by HR Supervisor:</b> (suggested changes made)	_____ (signature/date)
<b>Copy returned to originator:</b>	_____ (signature/date)

# TRUMAN STATE UNIVERSITY

## STAFF

All positions must be posted for five working days, to include one Tuesday, before applicant screening begins. In order to ensure that applicants responding to advertisements have sufficient time to apply, please adhere to the following guidelines before concluding review of applicants: 1 week following local advertising; 2 weeks following regional advertising; 1 month following national advertising.

### *JOB POSTING*

Position Title	
Department/Division	

*The following information will be used to write a position posting and advertisement:*

### **RESPONSIBILITIES OF POSITION INCLUDE:**

**MINIMUM REQUIRED QUALIFICATIONS (education, skills, experience, other):** These are the minimum requirements; applicants not possessing these qualifications should not be considered for the position.

**PREFERRED QUALIFICATIONS:** (Desirable qualifications which go beyond those absolutely required as listed above.)

**MATERIALS REQUESTED FOR REVIEW:** (i.e. cover letter, application, resume, transcripts, recommendation letters.) Please list.

**DATE REVIEW OF APPLICATION TO BEGIN:** (Must allow at least 5 working days after posting.)

# Truman State University

## Staff Search/Advertising Plan

**Position title:** \_\_\_\_\_

**Search Plan:** All staff positions will be posted on the Human Resources bulletin board, on the Web at <http://hr.truman.edu/jobs>, and listed with Great Hires. All positions must be posted for 5 **working** days, to include one Tuesday, before applicant screening begins. The Human Resources Office will facilitate all local and regional advertising. The Human Resources Office begins processing the form immediately upon receipt. Sufficient time must be allowed for processing the requisition, typesetting, and scheduling the ad to appear in issues on peak readership days. All expenses for advertising will be charged to the appropriate division/department.

**Please indicate your advertising preference:**

- \_\_\_\_\_ Do not advertise at this time (Explanation required.)
- \_\_\_\_\_ Local advertising: Kirksville Daily Express/Kirksville Crier.
- \_\_\_\_\_ Regional newspaper advertising. \* Please indicate preference(s):  
\_\_\_\_Macon \_\_\_\_Moberly \_\_\_\_Columbia \_\_\_\_Quincy \_\_\_\_St. Louis \_\_\_\_Kansas City  
*\* Regional advertising can be very expensive. If needed, please call Human Resources for an estimate.*
- \_\_\_\_\_ Other (Please explain.) \_\_\_\_\_
- \_\_\_\_\_ Radio advertising—Contact Human Resources at x4031 for information.

Please charge advertising to budget number: \_\_\_\_\_

I hereby authorize Human Resources to requisition all advertising expenses related to this position to the account number listed above.

**(Signature required to process advertising):** \_\_\_\_\_  
(Signature of Department/Division Head)

All local advertising (Kirksville) will be in the form of a combined ad listing staff vacancies by position and department only. There will be a \$50 charge for the initial placement of the advertisement with subsequent advertising placement at a cost of \$40 per week. Costs will be back-charged to each division or department on a monthly basis by Accounts Payable with weekly back-charge memos distributed to the hiring division or department from Human Resources.

Transcripts are required with all applications. If the applicant has a four-year college degree, high school transcripts are not required. In all other instances, high school transcripts are required as well as transcripts of all advanced study. Unless specifically stated, these may be unofficial copies; official copies may be required before an offer of employment. For positions requiring special certificates, a copy of the certificate should be included along with any transcripts required based on the above.

**All advertisements should include the following statement:**

*Truman is an equal employment opportunity, affirmative action employer committed to cultural diversity and compliance with the Americans with Disabilities Act.*

## PRE-EMPLOYMENT INTERVIEW GUIDE

<i>SUBJECT</i>	<i>LAWFUL</i>	<i>UNLAWFUL</i>
Race or Color		Complexion of skin. Coloring.
Religion or Creed	If work schedules include Saturdays and Sundays, you may inquire if the applicant is able to work those schedules.	Inquiry into applicant's religious denomination, religious affiliations, church, parish, pastor or religious holidays observed. Applicant may not be told "This is a (Catholic, Protestant, or Jewish) organization."
National Origin		Inquiry into applicant's lineage, ancestry, national origin, descent, parentage or nationality. Nationality of applicant's parents or spouse. What is your mother tongue?
Sex		Inquiry as to sex. Do you wish to be addressed as Mr.? Mrs.? Miss? Ms.?
Marital Status		Are you married? Are you single? Divorced? Separated? Name or other information about spouse. Where does your spouse work? What are the ages of your children, if any? What are your babysitting arrangements?
Birth Control		Inquiry as to capacity to reproduce, advocacy of any form of birth control or family planning.
Age	May ask if applicant meets state mandated minimum age requirements, proof after hire.	How old are you? What is your date of birth? When did you graduate from high school?
Disability	Can you perform the essential functions of the job, with or without accommodation? How will you perform these functions? You may inform the applicant of your regular work hours, leave policies and attendance requirements of the job and ask if the applicant can meet those requirements.  Note: When obtaining information about the past attendance records, the questions should not refer to illness or disability.	Do you have a disability? Have you ever been treated for any of the following diseases...? Have you filed a workers' compensation claim? Do you have any impairments: physical, mental, or medical which would interfere with your ability to perform the job for which you have applied? If there are any positions or types of positions for which you should not be considered, or job duties you cannot perform because of physical, mental or medical disability, please describe.
Arrest Record	Have you ever been convicted of a crime? (Give details.) Note: Base hiring decisions on job relevance only.	Have you ever been arrested?
Name	Have you ever worked for this company under a different name? Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check of your work record? If yes, explain.	Original name of an applicant whose name has been changed by court order or otherwise. Maiden name of a married woman. If you have ever worked under another name, state name and dates. Inquiry re. Ancestry, national origin, descent.

### HUMAN RESOURCE SOLUTIONS

Dorothy A. Hoffman, PHR

6 Jonathan Court, Defiance, Missouri 63341

P.O. Box 4151, Chesterfield, Missouri 63006

(314) 372-0030 or 323-4523

Permission to distribute per Ms. Hoffman 9-19-95

## PRE-EMPLOYMENT INTERVIEW GUIDE

<i>SUBJECT</i>	<i>LAWFUL</i>	<i>UNLAWFUL</i>
Address or Duration of Residence	Applicant's place of residence. How long a resident of this city or state?	Do you live with your parents? With whom do you reside? Do you rent or own your home? Have you ever lived outside the U.S.? Do you own a car? What kind?
Birthplace		Birthplace of applicant. Birthplace of applicant's parents, spouse or other close relative.
Birthdate		Requirement to produce proof of age (except if it is necessary to make sure the applicant is not UNDER age for the position because of applicable laws of regulations.)
Photograph		Requirement or option that the applicants affix a photograph to employment formats any time before hiring.
Citizenship	Are you a citizen of the U.S.? Proof of right to work in the U.S. Note: Inform the applicant that they must provide proof of U.S. citizenship or right to work in U.S. immediately after they are hired as required by Immigration and Naturalization Service.	Of what country are you a citizen? Whether an applicant is naturalized or native born citizen; the date when the applicant acquired citizenship. Requirement that the applicant produce naturalization paper or first papers. Whether applicant's parents or spouse are naturalized or native-born citizens of the U.S. or dates when they acquired citizenship.
Language	Inquiry into languages applicant speaks and writes fluently.	What is your native language? Inquiry into how applicant acquired ability to read, write or speak foreign language.
Education	Inquiry into applicant's academic, vocational or professional education and the public and private schools attended.	When did you attend (or graduate from) high school?
Experiences	Inquiry into work experience.	
Relatives	Names of people the applicant knows who are already employed by the company. Who referred you to this position?	Names, addresses, ages, number or other information concerning applicant's spouse, children or other relatives not employed by the company.
Military Experience	Inquiry into applicant's military experiences in the Armed Forces of the U.S. or in a State Militia. Inquiry into applicant's service in particular branch of U.S. Army, Navy, etc.	Inquiry into applicant's general military experience. What type of military discharge did you receive?
Organizations	Inquiry into applicant's membership in organizations which the applicant considers relevant to his or her ability to perform the job.	List all clubs, societies and lodges to which you belong.
Notice in Case of Emergency		Names and address of person to be notified in case of emergency.

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# Position Recruitment Report

**Return to:**

EEO/Affirmative Action Office

McClain Hall 202

ATTN: Sally Detweiler

*Please return a copy of this form to Human Resources, MC 106, to assist with notification of applicants.*

From: \_\_\_\_\_ (Division/Department) \_\_\_\_\_

Position being filled: \_\_\_\_\_

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**List all applications received (whether considered or not):**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Applicants interviewed (names only):**

_____	_____
_____	_____
_____	_____

**Offered:** \_\_\_\_\_

\_\_\_\_\_

**Hired:** \_\_\_\_\_

\_\_\_\_\_

**Date employment begins:** \_\_\_\_\_

**Signature of Department/Division Head and Date:** \_\_\_\_\_