

Missouri University of Science and Technology

# Academic Hiring Manual

Updated 1.22.26

## Frequently Asked Questions

Log in to [hrprd.umssystem.edu](http://hrprd.umssystem.edu). Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Click on the Details tab and then select Approvals. You will now be able to view the chain and see who it is pending with.

### **How do I find a job opening?**

Log in to [hrprd.umssystem.edu](http://hrprd.umssystem.edu). Open your navigation bar by clicking on the diamond icon in the top right of your screen. Click the navigator icon, select Recruiting, and then Search Job Openings. Enter the job opening ID (this should be a five-digit number starting with 3) and then search. Click on the job title, highlighted in blue.

### **How can I check where a job offer is at in the approval chain?**

Log in to [hrprd.umssystem.edu](http://hrprd.umssystem.edu). Open your navigation bar, click Navigator, select Recruiting and then Search Job Openings. Enter the job opening ID and change the status to blank by clicking on the drop-down box and clicking the blank space and then search. Click on the job title, highlighted in blue. You will automatically be directed to the Applicants screen. Find the applicant that an offer was created for, scroll to the right, click Other Actions, select Recruiting and then Prepare Job Offer. Click on the Approvals tab to view the approval chain and who it is pending with. If the offer has been approved by HR, you will need to click on comments to see the approval chain.

### **What should I do if an applicant reaches out with questions after we have already offered the position to someone else?**

All communication should be directed to HR once interviews have concluded. For Academic communications please contact Felena Budnik. For any Staff related communications please contact [hrrecruit@mst.edu](mailto:hrrecruit@mst.edu).

### **Who should I contact for staff eRecruit questions?**

Inquiries should be directed our recruit team. For Academic communications please contact Felena Budnik. For any Staff related communications please contact [hrrecruit@mst.edu](mailto:hrrecruit@mst.edu).

## Prior to Creating a Job Opening

### Department Identifies New or Vacant Position


- To request a new full-time Academic position number, visit [here](#)
- To request a new temporary or part-time position number, visit [here](#)
- Department obtains appropriate approvals and initiates opening in recruiting module.
- ALL Academic openings must have a completed and signed HFA which can be found [here](#)

### Access to eRecruit

- User will need to have appropriate access in hrprd.umsystem.edu to login and create the opening.
- If a user does not have access yet, a PeopleSoft HR/Payroll Security Access Request/Change Form will need to be completed and emailed to [hrs@mst.edu](mailto:hrs@mst.edu).
- The form can be found at [Peoplesoft Access Request](#)

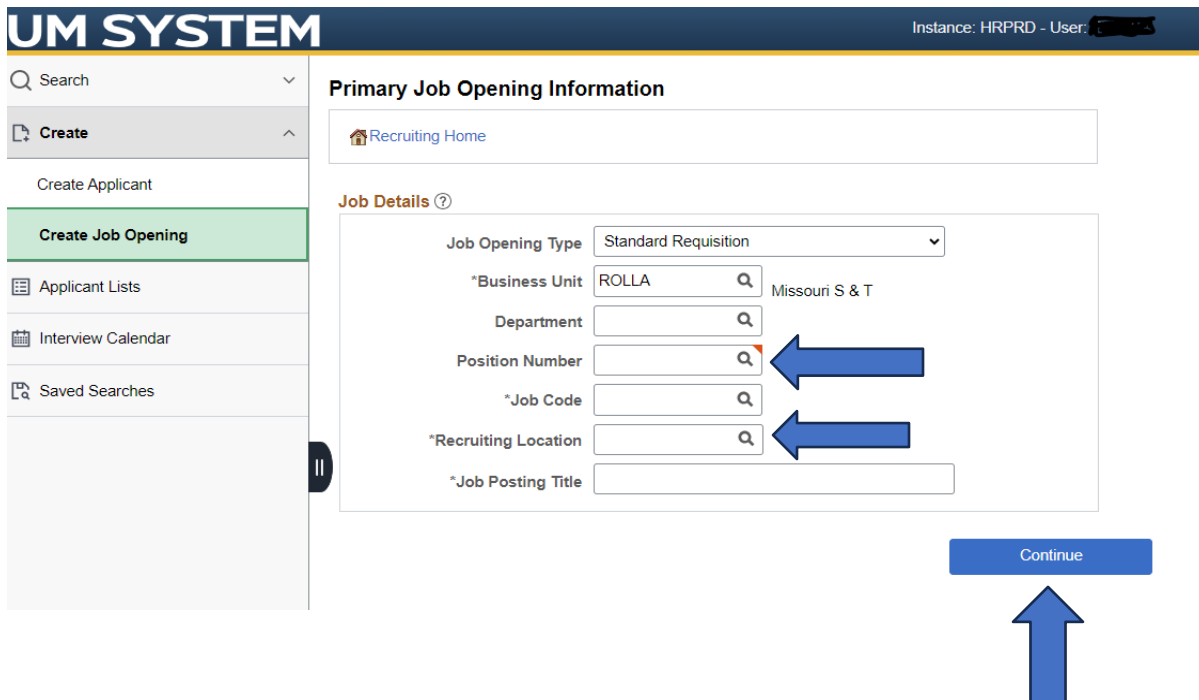
Note: The turnaround time for setting up security access is typically a week.

### Creating a Job Opening

In hrprd.umsystem.edu select the navigator in the top right corner  then select Menu > Recruiting > Create Job Opening. **PLEASE NOTE:** You **MUST** have the signed HFA to attach to the job opening.

### Primary Job Opening Information

- Enter position number and tab to next box, information should auto populate
- Enter 1011 (Rolla) into the Recruiting Location
- Click Continue



**UM SYSTEM** Instance: HRPRD - User: [REDACTED]

Search

Create

Create Applicant

**Create Job Opening**

Applicant Lists

Interview Calendar

Saved Searches

### Primary Job Opening Information

[Recruiting Home](#)

#### Job Details ?

Job Opening Type: Standard Requisition

\*Business Unit: ROLLA Missouri S & T

Department: [ ]

Position Number: [ ]

\*Job Code: [ ]

\*Recruiting Location: [ ]

\*Job Posting Title: [ ]

Continue

## Job Opening

Save and Submit

Save as Draft



Recruiting Home



Notification

Start Over

**Job Opening ID** NEW  
**Job Posting Title** DIR I STUDENT SUPPORT SVCS  
**Job Code** 4643 (DIR I STUDENT SUPPORT SVCS)  
**Position Number** 00092541 (DIR I STUDENT SUPPORT SVCS)

**Status** 005 Draft  
**Business Unit** ROLLA (Missouri S & T)  
**Department** RVCSTAFF (VC - Student Affairs)  
**Primary Recruiting Location** 1011 (Rolla)

Job Information

Hiring Team

Job Postings

Screening

### Opening Information ?

\*Template ID   ROLLA-Staff

Job Opening Type Standard Requisition

Created By   Budnik, Felena

Created

\*Openings to Fill

Target Openings

Available Openings

Establishment ID

### Complete the Job Information Tab

- All fields marked with an asterisk (\*) are required fields and include the following:
- Openings to Fill – Select Limited Number of Openings then enter the number of openings for the JOID (Target Openings and Available Openings should match).
- Status Date
- Type of Position (New or Replacement) – if it's a replacement, please enter the replacement's EMPLid in the box marked "Employees Being Replaced"
- Job Posting Justification (see chart)

ACAD – Exception (Post Doc/Intern)	Academic Abridged hire - Post Doc/Intern/ Resident hires
ACAD – Internal Search	Academic - Internal Search Only
ACAD - Partner Accommodation	Academic Abridged hire – Partner hire of new faculty

ACAD – Promotion	Academic Abridged hire – Promotion to new title/rank
ACAD – Hire of New Faculty	Academic Abridged hire - Faculty hire tied to another faculty hire
ACAD – Emergency	Academic Abridged hire – Emergency hire
ACAD – Temporary	Academic Abridged hire – Temporary hire (non-renewable)
Direct Promotion	Promotion of an internal department employee
Exception/Waiver	Exception to the standard full search posting process
Internal Only	Posting for Internal applicants only

- Funding Source – 100% Grant, Gift or Ext Funded or Operational/Auxiliary Funded
- Location (where will their physical office be located)
- Click “Save as Draft” at the bottom of the page

**Next, you will complete the “Hiring Team” tab**

- Recruiters – Click Add Recruiter team and select “ROLLA Recruiting Team,” then select Felena Budnik as primary recruiter
- Hiring Managers – The admin for the department should be listed as the “Hiring Manager” in eRecruit
- Interviewers – Please list anyone who will be serving on the Search Committee
- Interested Parties – You will add your budget and fiscal person as well as anyone else that might need access to the position

**Assignments** ?

**Recruiters** ?

No Recruiters have been added to this Job Opening

**Add Rolla Recruit Team**



Add Recruiter

Add Recruiter Team

**Hiring Manager** ?

No Hiring Managers have been added to this Job Opening

**The hiring manager will be the person opening the position, typically an Admin**



Add Hiring Manager

Add Hiring Manager Team

**Interviewers** ?

No Interviewers have been added to this Job Opening

**Insert everyone who will be serving on the Search Committee**



Add Interviewer

Add Interviewer Team

**Interested Parties** ?

No Interested Parties have been added to this Job Opening

**Add interested parties such as Fiscal, Budget, and Lisa Alderson**



Add Interested Party

Add Interested Parties Team

**After “Rolla Recruit Team” has been added, make sure to select Felena Budnik as the Primary Recruiter.**

**Next step is to complete the job posting.**

**Make sure to add department and position number to the posting title.**

## Job Posting

### Box 1

Job Descriptions ② 1 of 1

\*Description Type Hiring Department **Select “Hiring Department”**

\*Visibility Internal and External **Select “Internal and External”**

Business and Information Technology

**Enter Department Name**

Add Posting Description Delete Posting Description

### Box 2

\*Description Type Job Description **Select “Job Description”**


\*Visibility Internal and External **Select “Internal and External”**


Missouri University of Science and Technology (Missouri S&T, formerly University of Missouri-Rolla) Department of Business and Information Technology seeks to fill a non-tenure track Assistant Teaching Professor position in Management beginning in Fall 2024. The normal teaching load is four (4) courses per semester in the areas of business, management, innovation, and/or technology management. The candidate is expected to provide high-quality instruction, participate in developing the Business program in the department, play a major role in the development of programs, advise students, and establish and maintain professional relationships.


**Enter the job description and duties in this box**

Add Posting Description Delete Posting Description

### Box 3

\*Description Type   **Select "Qualifications"**

\*Visibility   **Select "Internal & External"**




**Minimum Qualifications:**  
Master's degree in management or a closely related field.


**Candidates will be evaluated on and preferred qualifications are:**

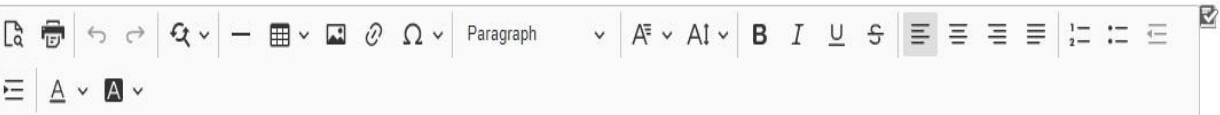
- PhD that meets the minimum qualifications and is from an AACSB accredited institution when the degree is from a business school.
- Background in technology and/or computing is preferred.
- Experience in teaching online or distance classes.
- Excellent communication and ability to work effectively with diverse groups.

**Enter the Minimum and Preferred Qualifications in this box**

### Box 4

\*Description Type   **Select "Application Materials"**

\*Visibility   **Select "Internal and External"**



Interested candidates can find details of the application process at the web address <https://hr.mst.edu/careers/> reference position number 00090475 and must submit all applications through this site.

Applications should consist of:


- Cover letter outlining the applicant's philosophy and goals on teaching, service, collegiality, and collaboration.
- Current curriculum vitae that includes the applicant's record of teaching.
- Contact information for at least five references.


**Handling of Application Materials**


After initial review by the committee all uploaded materials may be shared with all faculty in the prospective home department. For affiliations and joint appointments materials may be shared with all faculty in all departments involved.

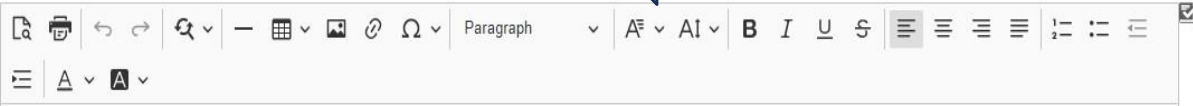
**Enter instructions for application materials**

## Box 5


\*Description Type   **Select "Application Deadline"**

\*Visibility   **Select "Internal and External"**







Applications will be accepted until this position is filled.





**Insert Application Deadline here, or enter "Open Until Filled."**

## Box 6


\*Description Type   **Select "Community Information"**

\*Visibility   **Select "Internal & External"**





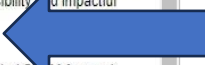
**Click the magnifying glass and select Community Information**



**University Information**  
Missouri S&T is one of the nation's leading research universities with over 100-degree programs in 39 disciplines. It was founded in 1870 as one of the first technological institutions west of the Mississippi River. Located about 100 miles west of St. Louis in the multicultural community of Rolla, Missouri S&T is an accessible, safe, and friendly campus surrounded by Ozark's scenery. Missouri S&T offers undergraduate degrees in engineering, the sciences, liberal arts, humanities, and business, with M.S. and Ph.D. programs available in many of the science and engineering programs. With over 7,000 students and 300 faculty, Missouri S&T is big enough to accommodate a diverse population, yet small enough for individuals to build high visibility and impactful careers.

**KUMMER**  
Established in 2022, The Kummer College serves as a pathbreaking model for social impact, technology transfer, and interdisciplinary collaboration within a future-oriented STEM-focused university. Supported by the Kummer Institute Foundation at Missouri S&T, this unique college integrates key academic, co-curricular, and administrative activities related to technology commercialization, business innovation and entrepreneurship, systems thinking, and economic development. Within The Kummer College lives several departments and Information Technology (BIT), Department of Economics, Department of Engineering Management and Systems Engineering (EMSE), Kummer Student Program Technology Transfer and Economic Development (TTED).

**About Rolla**  
Rolla, Missouri offers several great advantages that help individuals enjoy a high quality of life. Rolla is an ideal place for families, with its low cost of living, excellent



**This information will autofill once you select Rolla**

## Box 7

\*Description Type  ←

\*Visibility  ←

\*Description  🔍 ↑

Click on the magnifying glass and there will be 3 options.

**ROLLA – Academic Benefit Eligible – Yes**

**ROLLA – Staff Benefit Eligible**

**ROLLA – Benefit Eligible - No**

Values Commitment

Equal Employment Opportunity

### Next Steps:

- Save posting as draft, then click on “Save and Submit”

←

| Recruiting Home | Notification | [Start Over](#)

**Once you submit, you will see the following page:**

- Click on the “Activity & Attachments tab and add the HFA as an attachment

Applicants Applicant Search Applicant Screening **Activity & Attachments** Details

**Job History** ?

Date	Subject	Reason
06/17/2024	010 Open	
06/13/2024	006 Pending Approval	
06/13/2024	005 Draft	

**Searches** ?

No searches are related to this Job Opening.

**Notes**

No notes have been added to this Job Opening.

Add Note

**Attachments**

No Attachments have been added to this Job Opening.

Add Attachment

**Click Save at the bottom of EACH page.**

**Once you have added the HFA, you will need to add the approval chain:**

### Academic Department/Center Approval Chains (includes all departments reporting to the Provost)

#### Job Opening



- Once all parties have been added to the approval chain, click submit.
- The JOID will be routed to each person in the approval chain in the order they were put into the chain.
- Once the approval chain is back with HR, we will look at the posting and double check for accuracy.
- Once the position has been posted, HR will send an email to Admin.

## Dispositioning Candidates

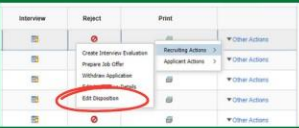
Candidates should be dispositioned throughout the hiring process. By the time an offer has been accepted all other applicants should be dispositioned. **NOTE:** If there are still applicants in route or review status the recruit team will NOT complete a hire and close the requisition.

**MISSOURI S&T**

### AT A GLANCE: CANDIDATE DISPOSITIONING

**DETERMINE STATUS OF APPLICANT**

Once it has been determined that an applicant needs to be moved to a new step in the recruitment process, their dispositioning needs to be updated.



**EDIT DISPOSITION**

In PeopleSoft, navigate to the relevant JOID, then next to applicant's name, select *Other Actions > Recruiting Actions > Edit Disposition*

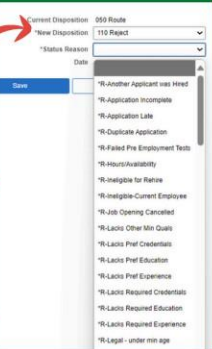
**NEW DISPOSITION & STATUS REASON**

From the list of dispositions, select the next applicable step in the process for the applicant/candidate.

For disposition reasons that are final steps in applicant process, a status reason is required. The reason must be applicable to the primary reason why applicant was not selected for offer.

**UNSURE OF STATUS REASON?**

- "R" - codes used by human resources
- "HM" - codes used by hiring department
- zzz - Do not use
- Anything "required" must be stated on the job description as a requirement
- Reach out to your HR Partner/Recruitment Consultant

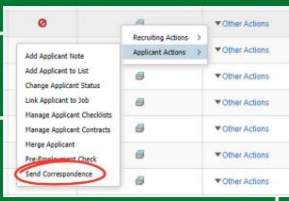


**MISSOURI S&T**

### AT A GLANCE: CANDIDATE CORRESPONDENCE

**SEND CORRESPONDENCE**

In PeopleSoft, navigate to the relevant JOID, then next to the applicant's name, select *Other Actions > Applicant Actions > Send Correspondence*



**CHOOSE TEMPLATE**

Select the magnifying glass next to *Template ID* to see a list of templates. S&T has customized templates already created - these can be found under Description as MS&T.   
\*\*To view the template prior to sending, you can preview.

**Message Type and Method**

\*Contact Method: Email

Template ID:

Template ID	Description
HRS_SEND_R_CNCLLD_JOB	MS&T Cancelled Job
HRS_SEND_R_GEN_EMAIL	MS&T General Email
HRS_SEND_R_INCOMPLETE_APP	MS&T Incomplete Application
HRS_SEND_R_NO_MIN_QUALS	MS&T Minimum Quals NOT met
HRS_SEND_R_NOT_BEING_CONSID	MS&T Not Being Considered
HRS_SEND_R_RJCTN_NOTICE	MS&T Rejection Notice

**FAQS**

- If you select multiple applicant recipients for a mass communication, they will only see their name
- Emails sent can be viewed under Applicant Notes
- Best practice for keeping someone interested is to reach out to them every 2-3 weeks with an update.

## Invite to Interview/Interview

After applications have been reviewed, interviewers determine who to interview and the hiring manager or designated administrator updates the applicant dispositions to Invite to Interview.

Interviews are conducted and interviewers select a final candidate.

## Reference Checks

**Before an offer is made, reference checks must be completed.**

***Process:***

1. Once you have selected a finalist(s) for your open position, send a request for reference checks to [hrrecruit@mst.edu](mailto:hrrecruit@mst.edu). You may use the following template for your request.

***Subject: Reference Check Request for (Applicant Name) on Job ID 12345, (position name)***

*Please run a reference check on the above-mention finalist. Once we have the reference responses from recruiting, we will move forward with next steps.*

*Thank you,*

2. The recruit team will collect professional references from the finalist(s) via an email link sent through SkillSurvey. For temporary and custodial positions, this process will be done manually by calling the candidate for references.
3. SkillSurvey will email the references a standardized set of questions for completion. For the manual process, the recruit team will reach out to the references manually.
4. Once a minimum of 3 responses are received, recruiting can share a report with you for consideration before extending an offer of employment.

If your department would like to do phone references themselves, or you feel that the candidate will be unable to provide 5 references via SkillSurvey, you can coordinate that effort with your recruiter.

## Job Offers

### Creation

Once you have selected the final candidate, reference checks have been completed, and you are ready for an offer to be extended, you will create the offer in eRecruit. Offers should only be extended to the candidate by the HR department, once the job offer has been fully approved through eRecruit.

Communication between the department and candidate should cease until the official offer has been extended. This is to protect all parties from confusion and misinformation.

Open your navigation bar > click navigator > recruiting > search job openings. Enter the job opening ID (this should be a five-digit number) and then search. Click the job opening title, highlighted in blue, and from there your applicants will be listed.

Interview	Reject	Print	Last Updated	
			06/08/2021 12:19PM	▼ Other Actions
			2021 12:00PM	▼ Other Actions
			05/27/2021 12:00PM	▼ Other Actions
			06/07/2021 10:00AM	▼ Other Actions
			06/17/2021 11:05AM	▼ Other Actions

Find the applicant, scroll to the right, click on the Other Actions drop down box, choose Recruiting Actions, and then Prepare Job Offer.

Verify that the position number, offer date, and start date are all correct. This start date is contingent on all other processes being completed and may change once the official offer is accepted.

Under Job Offer Components: choose base salary for the component, enter in the offer amount, and the frequency. Please note if you have any additional components, such as a moving allowance, select Add Offer Component and add information there.

#### Job Offer Components ?

*Component	*Offer Amount	Payment Mode	Currency	Frequency	
Base Salary <input type="text"/>	50000	Cash	USD <input type="text"/>	Monthly <input type="text"/>	

Add Offer Component

#### ► Recommended Salary Range ?

Add the following information into the Comments box:

- Anticipated start date
- MoCode(s)
- FTE
- Salary and benefits amount
- Supervisor position number and name that the employee will report to
- Campus address and phone number

Once these steps are completed, scroll back up and Submit for Approval.

Next add the job offer approval chain. If you do not see the Approvals tab near the top of the screen, go back to the applicants screen, find your applicant, scroll over to Other Actions, and click on Recruiting Actions > Prepare Job Offer > Approvals tab.

Before you approve, select green plus, between hiring manager and multiple approvers, to add the approval chain below.

### Job Approvals

HiringManager\_RecruiterGrp

Job Opening: Pending

um\_HiringManager\_RecruiterGrp

Pending

UM Hiring Manager-Job Opening

Not Routed

Multiple Approvers  
Recruiter Group

Comments Text

Mozilla Firefox

https://hrdev.umsystem.edu

Insert additional approver or reviewer

Choose an approver or reviewer to insert

User ID: [input] 🔍

Insert as:

Approver

Reviewer

Insert Cancel

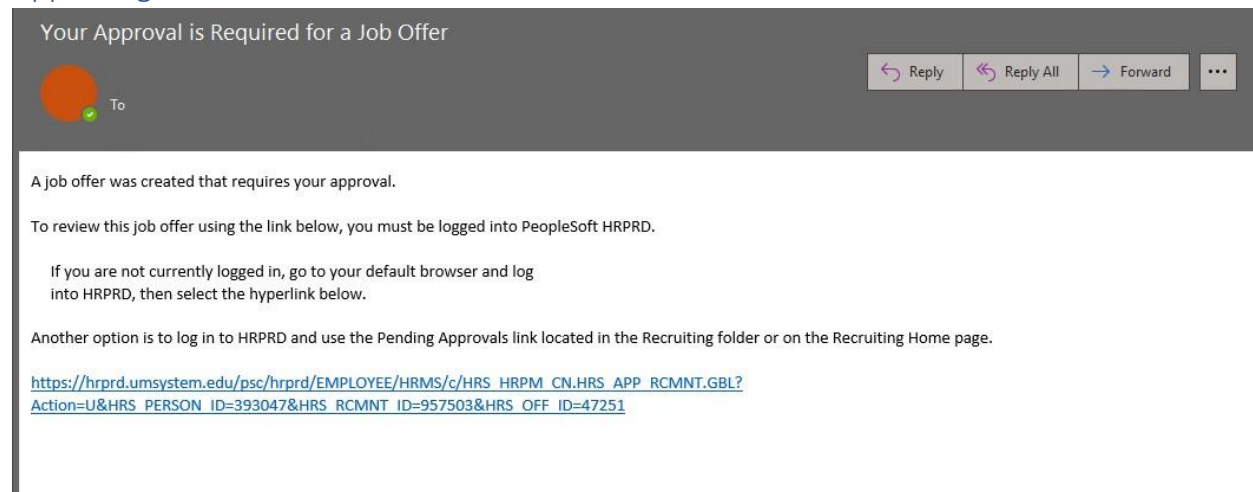
A pop up window will appear:

Select the magnifying glass and the name should be typed as Last Name,First Name with no spaces example Miner,Joe or if you use the User ID it must be in all caps. Click search and then select the name. You will return to the original page. Make sure approver is selected and click Insert. This will add them to the approval chain. You must repeat this process for each member in the chain. The multiple approvers is the HR recruiter group and must be at the end of the chain.

Once the offer is with Human Resources, they will be able to extend the offer to the candidate.



## Approving



The screenshot shows an email interface with a dark header. The subject line is "Your Approval is Required for a Job Offer". On the right side of the header, there are buttons for "Reply", "Reply All", "Forward", and a three-dot menu. Below the header, the email body contains the following text:

A job offer was created that requires your approval.

To review this job offer using the link below, you must be logged into PeopleSoft HRPRD.

If you are not currently logged in, go to your default browser and log into HRPRD, then select the hyperlink below.

Another option is to log in to HRPRD and use the Pending Approvals link located in the Recruiting folder or on the Recruiting Home page.

[https://hrprd.umssystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS\\_HRPM\\_CN.HRS\\_APP\\_RCMNT.GBL?Action=U&HRS\\_PERSON\\_ID=393047&HRS\\_RCMNT\\_ID=957503&HRS\\_OFF\\_ID=47251](https://hrprd.umssystem.edu/psc/hrprd/EMPLOYEE/HRMS/c/HRS_HRPM_CN.HRS_APP_RCMNT.GBL?Action=U&HRS_PERSON_ID=393047&HRS_RCMNT_ID=957503&HRS_OFF_ID=47251)

Approvers will receive an email when the offer is ready for them to approve. They should review the information for accuracy and approve the offer if the information is acceptable. Once they approve, the next person in the chain will receive an email that the offer is ready for them to approve.

As the last approvers in the chain, Human Resources will complete a compensation review. Hiring managers will be contacted about the proposed offer if additional information is needed. Once the review is completed and finalized, Human Resources will extend the offer to the candidate.

## Accepting

After an offer is extended and the candidate accepts, an offer letter will be sent to the candidate and the job offer will be approved in eRecruit. It is not until a signed offer letter has been received that the candidate will be dispositioned to Accept status.

## Counteroffers

If a candidate counters a job offer, Human Resources will notify the hiring department via email. If the department chooses to accept or counter the counteroffer, it will go through another compensation review by Human Resources. After the review, Human Resources adds the original approval chain back into eRecruit and notifies all approvers of the revised offer.

## Declined Offers/Repositing Positions

If a candidate chooses to decline an offer, Human Resources will approve the job offer, disposition the candidate to Reject status, and notify the hiring department via email. If the department has a second applicant they would like to extend an offer to, they may do so by following the original job offer process.

If the department chooses to repost the position, they will need to notify Human Resources for further instructions.

# Appendix

## Approval Chain

### Non Academic Department Approval Chains

#### Job Opening



#### Job Offer



### Academic Department/Center Approval Chains (includes all departments reporting to the Provost)

#### Job Opening



#### Job Offer



For any department that has concern about starting pay ranges, they may contact Human Resources prior to posting.

Please note some divisions may require additional approvals that are not listed on these chains. This may be the case when multiple sources of funding are being used.

Counter offers must be submitted through offer approval chain.

