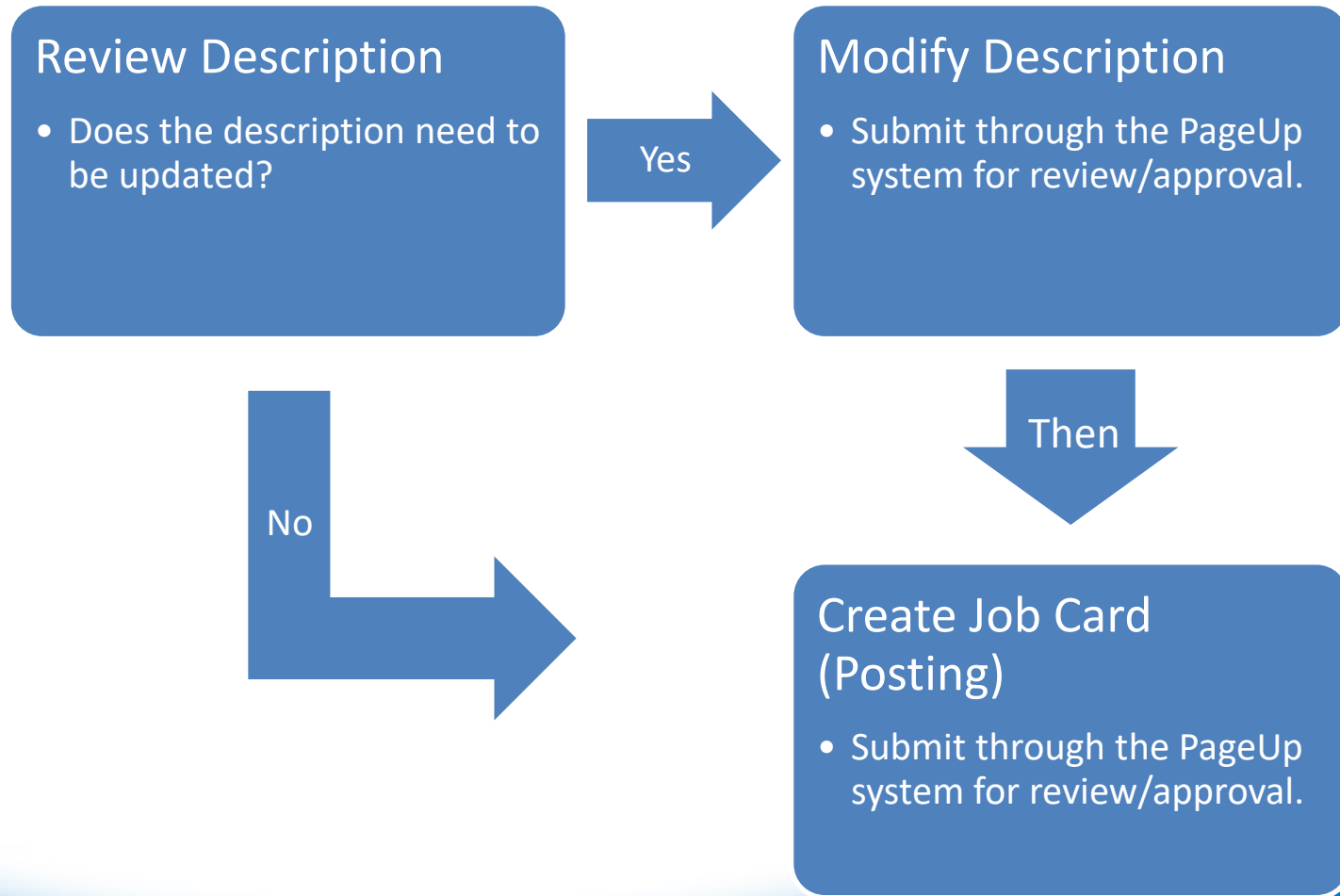


Administrative/Classified Job Posting & Reclassification Overview

Jamie Wilson
Human Resource Services

Job Postings: Getting Started



Job Postings: Job Card Info

- Most fields are pre-populated
- Search committees are optional
- Ads are automatically posted on: MTSU Jobs Online, Indeed, HigherEdJobs.com (admin only), Chronicle of Higher Education (Admin only), and Diverse Issues (admin only)
- Applications are accepted for two weeks, with a firm deadline.

Job Postings: What does the hiring manager do after the application deadline?

- Step 1: Review applications and select applicants to interview**
- Step 2: Submit the interview pool to Equity & Compliance for approval**
- Step 3: Interview the approved candidates**
- Step 4: Determine a candidate to recommend for hire and check references.**
- Step 5: Complete the Offer Card and submit to HR.**

Job Postings: Approval Process

Approval Process:



Job Postings: Extend Offer

- Extend the verbal offer.
- Inform HR of the start date. (Change status of applicant to Verbal Offer Accepted).
- HR will email the official offer letter and contract.
- HR will close the job card after the contract is acknowledged and new hire form is complete.
- Onboarding checklists are sent to the new employee and the hiring manager.

Reclassifications

- Eligibility for Reclassification Study
 - Request for a reclassification review must be submitted by the supervisor.
 - Employees should be performing significant additional duties for a minimum of six months.
 - If a reclassification has been denied, a new request cannot be submitted for on year.
- Reclassification studies can be submitted for review throughout the year
 - HR review period is 60 days/2 months from the date received.
 - Reclassification decisions are effective on the first date of the month after the 60 day/2 months review period.
 - Example: Requests received April 5th will be reviewed by June 5th and will have an effective date of July 1st.
- Employee Salary
 - Positions reclassified to the next level = 6% increase or minimum of new salary range
 - Positions reclassified two levels or more = 9% increase or minimum of the new salary range
 - Employees with a current salary above the maximum of the new pay range will not receive a salary increase.

Information on HRS Webpage

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Human Resources

Welcome to Human Resource Services

Our department provides a wide range of human resources and personnel related services to the University. [Our staff](#) will be glad to assist you with any of your employment related concerns.

Our offices are located on the 2nd floor of the Sam Ingram Building. Our regular office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday.

If you have any questions, please call us at 615-898-2929 or email hrs@mtsu.edu. We'll be happy to get you the answers you need.

Human Resource Services

Middle Tennessee State University
2269 Middle Tennessee Boulevard
204 Sam H. Ingram Building
Murfreesboro, TN 37132-0001
(615)-898-2929

Job Opportunities Human Resources Forms Holiday Schedule Employee Recognition Programs Employment Verification