

## FAQ's for Administrative/Classified Hiring Managers

### **1. What do I need to do to post a vacant position?**

- The first step is to complete and submit a Personnel Event Form (PEF) with the resignation letter attached, using the designated signature process.
- Next, review the job description in PageUp to determine if any updates are necessary.
  - If changes are needed, revise the job description and submit it through the approval workflow for HR review and approval.
  - If no changes are necessary – or once HR approves the modified description – you may proceed to create the job card in PageUp and submit it through the system for final review and approval.

### **2. How long is a position posted?**

All positions are posted for two weeks unless otherwise approved by the Office of Civil Rights Compliance.

### **3. Can I begin reviewing the applications before the application deadline?**

Yes, you can begin reviewing applications before the application deadline. However, you cannot submit the interview pool for approval until after the deadline has passed.

### **4. How many applicants am I required to interview?**

HR and the Office of Civil Rights Compliance do not require you to interview a specific number of applicants. However, please note that any applicants who do not meet the minimum qualifications will be removed from consideration.

### **5. One of the applicants approved for interview is not local. Can I conduct virtual interviews?**

Yes, virtual interviews are acceptable. However, you should offer the same option to all applicants to ensure a fair and equitable process.

### **6. How many references am I required to check?**

HR requests that you make an effort to contact three references for each finalist. At a minimum, two successful reference checks are required. Additional references may be contacted at your discretion.

### **7. I am ready to recommend an applicant for hiring approval. What do I need to do?**

In PageUp, change the status of the recommended candidate to “Recommend for Hire.” Then, complete the Offer Card and submit it to HR for approval. (Please note, an offer cannot be extended until the offer card is approved).

### **8. What happens when the offer card is submitted?**

When the offer card is submitted, HR conducts a background check and recommends a salary. Then, HR submits the Offer Card to the Office of Civil Rights Compliance and the appropriate Executive User (Provost/Vice President/President) for final approval.

**9. How long does the background check take?**

The background check timeframe can vary between one day to more than a week. If the results are not received within a week from the date the candidate authorizes the search, the offer card will still be processed for approvals, contingent on the background check results once they are received.

**10. The recommended candidate is a current MTSU employee. Do they need to complete a background check?**

Yes, a background check is required for all candidates hired through the recruitment process.

**11. What if I want to offer a salary that is different than the salary recommended by HR and approved on the offer card?**

- To offer a salary lower than HR's recommendation, please email Jamie Wilson at [Jamie.Wilson@mtsu.edu](mailto:Jamie.Wilson@mtsu.edu) with the amount you would like to offer.
- To offer a salary higher than HR's recommendation:
  - Submit a salary exception memo for Provost/Vice President approval (up to the midpoint).
  - Any amount above the midpoint will also require the President's approval.

**12. What start date can I use for the new employee?**

The earliest possible start date is the next available business day after approval.

Considerations for Choosing a Start date:

- To receive a paycheck at the end of the month, the employee must start on or before the 7<sup>th</sup> of the month, and complete retirement decisions.
- To be eligible for health insurance starting the following month, the employee must be hired on or before the 1<sup>st</sup> of the month.

**13. The recommended candidate accepted. What do I need to do next?**

Once the verbal offer is accepted, return to the PageUp system and change the status of the candidate to "Verbal Offer Accepted" and enter the start date within the generated email. Click "Move now." HR will be notified of the start date and will send an official offer letter and employment contract to the new hire.

**14. Will I need to complete a PAF (contract)?**

No, you do not need to complete a PAF. The contract is automatically generated as part of the onboarding process.

**15. When will the other applicants be notified that the position has been filled?**

The remaining applicants will be notified once the selected candidate has formally accepted the offer and confirmed the contract through the PageUp system.