



Human Resources FAQs Non Exempt Hiring

1) Q. How do I start the process of filling my vacant non-exempt position?

A. To initiate the hiring process, the hiring supervisor must first complete the <u>Request to Fill Position Vacancy</u> <u>form for Hourly Positions</u>. This will initiate the online approval process. Once the posting has closed and the applicants have been reviewed, the hiring supervisor will then review each applicant and decide based on qualifications who they would like to extend an interview to (please send this list to kjohnson48@murraystate.edu). Once the interviews have finalized and a successful candidate has been selected, the Hiring Supervisor will route the <u>Employment Summary</u> form for approval.

2) Q. Can I require over the minimum qualifications listed on the job description for my position?

A. No, we can only require the minimum qualifications for education and experience that are listed on the job description. If you have qualifications that you your department prefers the candidates to have, we do allow you to advertise your preferred education or experience.

Also, keep in mind that we have a policy that allows us to exchange education and experience year-for-year to meet the minimum qualifications of the job. This is will be reviewed when the hiring supervisor sends the list of candidates to be interviewed to Kayla Johnson.

3) Q. How long do I have to advertise the position online?

A. We keep each position open for a minimum of 2 weeks on murraystatejobs.com and run a display ad in the Murray Ledger & Times for 2 days. Any other desired advertising will be the responsibility of the department requesting. The hiring supervisor may request to extend the search longer if the position is not producing many qualified applicants. Once the posting closes for your position, Kayla Johnson will notify you to start reviewing applicants.

4) Q. How many candidates must be interviewed?

A. A minimum of three interviews must be conducted for each position advertised. Your department can conduct these as on-site interviews or phone interviews. Whichever method you choose to use, we ask that you be consistent with that decision and interview each candidate the same.

5) Q. When can applicants take the typing test (if required) and how do I see their results?

A. Applicants can take the typing test at any time during the search; an appointment is not needed with HR to complete this test. If they have not taken the typing test and are chosen for an interview, they may take it when they come to campus to interview. If HR has the applicants typing scores on file, they will be added to the candidate's application at the time the position closes.

6) Q. Can I pay someone over the advertised rate?

A. Yes, if you choose to hire an *external* candidate you may pay them above the advertised rate. To initiate the higher pay, please fill out the *Starting Pay Proposal Approval Form*, located on the Support Site and justify the

higher pay amount based on their qualifications, experience, budget, etc. This will need to be sent through for appropriate signatures and attached to the PA when started.

If you choose to hire an *internal* candidate, please follow policy III E, Pay Plan, in the MSU Personnel Policies and Procedures Manuel.

7) Q. Which applicants am I responsible for contacting after I fill the position?

A. After the position has been filled and all the paperwork has been received and approved the only candidates that you are responsible for contacting are the ones you brought in for an interview. All other candidates that applied for the position will receive an email from People Admin thanking them for applying and informing them the position has been successfully filled.

Questions:
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