Procedure for Filling Support Staff Position Vacancies

Summary/Purpose: This procedure is to be followed when filling support staff positions. These positions are listed with the University Employment Office which provides employment support in the selection and referral of applicants.

All support staff openings at The University of Mississippi are listed with the University Employment Office which provides employment support in the selection and referral of applicants to fill position vacancies. The office hours are Monday - Friday from 8:00 a.m. to 12:00 p.m. and 1:00 to 4:00 p.m.

PROCEDURE - All vacancies are listed electronically through the University’s online employment system, jobs.olemiss.edu/hr. All departments on campus initiate the personnel requisition and submit the requisition for approval. The Employment Office processes the personnel requisition and provides the final approval. An email containing the links for the Hiring Manager’s Manual and the Search Committee Manual is sent to the Chair of the search committee. These manuals may also be found at the home page of the online employment system, jobs.olemiss.edu/hr. The Employment Office then reviews applications for all support staff positions and screens the applications to ensure the applicants meet the minimum qualifications. If the minimum qualifications are met, the application is referred electronically through jobs.olemiss.edu/hr to the administrators/search committees associated with the personnel requisition. If the minimum qualifications are not met, the applicant’s status is updated to “Not Referred by HR”.

APPLICATION - Internal and external applicants interested in support staff positions at the University must complete and submit an application online at jobs.olemiss.edu. Paper applications, resumes, and supporting materials are no longer accepted.

CLERICAL SKILLS TEST(S) - The Employment Office administers clerical tests for predetermined support positions. The instructions for completing a clerical test are provided to the applicant at the time the application is submitted. All tests are administered between 8:00 a.m. - 11:30 a.m. and 1:00 p.m. - 3:30 p.m. in the Employment Office. All pre-employment tests are to be taken while the position is still open and accepting applications. Any tests taken after a job has been closed will not be considered for that position, however; the score will be recorded on the application for future positions.