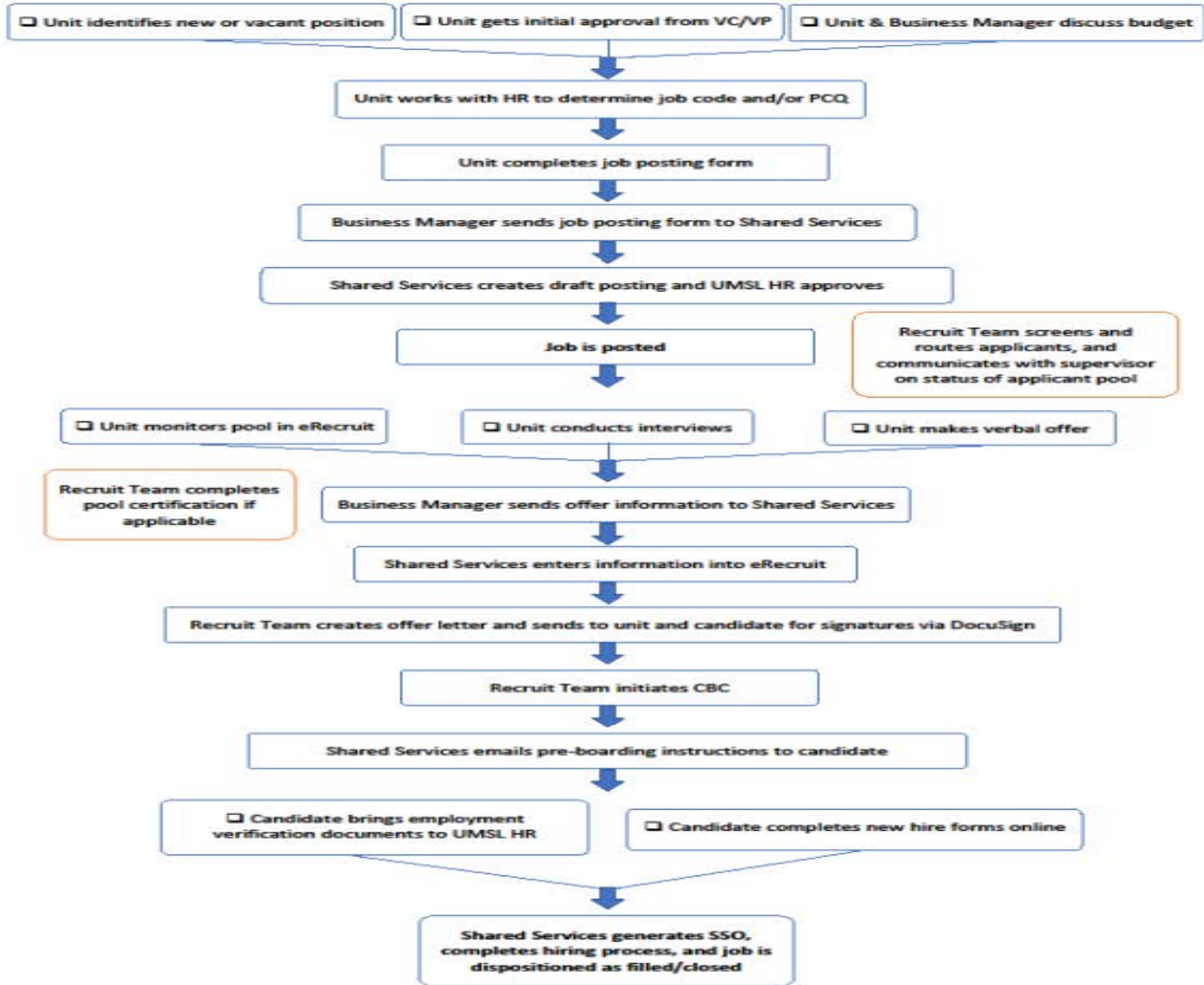


**STAFF (BENEFIT ELIGIBLE)
JOB POSTING PROCESS**

UMSL

Staff New Hire Flowchart



Job Process Steps

- Vacancy
- Justification – if applicable
- Complete & Submit Job Posting Form
- Posting
- Pool Certification – if applicable
- Interviewing & Selecting
- Preparing/Presenting Offer

VACANCY: 1st, receive initial approval to fill it from your VC/VP. 2nd, ensure your Business or Fiscal Manager has this position budgeted. 3rd, collaborate with your HR Partner to determine best approach to the vacancy (replacement hire, internal vs. external, redistribute/reorganize/reclassify existing staff).

JUSTIFICATION: Prepare for Justification if applicable. Your Business Managers have access to a chart that will guide you.

JOB POSTING FORM: You will complete and submit the job posting form to your Business Manager – who will then send it to employment@umsl.edu.

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POSTING: Shared Services will post the job, and if the form is accurate, this is generally done in 24-48 hours. Weekly, Units will receive an email about their postings.

Pool Certification: If this position is a Staff position of GGS 10 and above or in any job group identified as under-utilized in the University's Affirmative Action Plan (link on our website under pool certification) – you will be required to do a pool certification.

Interview & Selection: We have interview guides on our site to assist you with the interviewing process. The Unit is responsible for conducting their own reference checks.

Preparing/presenting the offer: Unit determines pay based on guidelines provided previously by HR Partner and/or Business Manager. Unit extends the verbal offer to selected candidate and negotiates as needed. Finally, the Unit's Business Manager notifies Shared Services (Stripes) of the offer.

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Breaking down the form

Note: most updated form will always be found on
HR website

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UMSL | Human Resources

Staff Job Posting Requisition

This form will be used for all staff job postings.

If the posting does not require Justification Committee approval, CSD leader and Business Manager approvals are required. After appropriate approvals are obtained, please send the completed form to employment@umsl.edu.

If the posting requires Justification Committee approval, please refer to the [Justification](#) process. Do not submit this form without Justification Committee approval.

If the posting has been approved by the Justification Committee, please send the completed form to employment@umsl.edu after receiving approval from the Justification Committee.

Every field must be completed.

Job Information		
Replacement <input type="checkbox"/>	New <input type="checkbox"/>	Number of Openings:
Position Number(s):		
HR Title/ Job Code (if applicable):		
Working Title (if different from HR Title):		
Division Name (CSD)/Code:		
Department Name/Code (Node):		
Benefit Status:	Choose an item	
Standard Hours/FTE:	Choose an item	
Employee Being Replaced (Name & Employee ID):		
Desired Start Date:		
Supervisor Name:		
Funding Source:	Choose an item.	
MoCode/Chartfields:		
Work Address (on-campus building or off-campus address):		

Authorizations

Approved at Justification if approved (insert month):

CSD Leader: [Click or tap here to enter text.](#)

Obtained Approval of CSD Leader

Business Manager: [Click or tap here to enter text.](#)

Obtained Approval of Business Manager

HR Partner: [Click or tap here to enter text.](#)

Obtained Review of HR Partner

Hiring Team

Hiring Manager/ Interviewer/Search Committee

Interviewer/Search Committee evaluates candidates for opening(s). Requires at least one name (e.g, Business Manager).

Name

Empl ID

Interested Party

Interested Party may need or want to monitor the hiring process. Your business manager is automatically included.

Name

Empl ID

The job description must be typed into the form. It cannot be submitted as a separate attachment. Note that all jobs are “open until filled” unless you specify a close date.

Job Posting (Enter information exactly as you expect to see it posted on the UMSL website)	
Posting Title:	Use the university title or a working title that is in line with the job classification. Other classified titles cannot be used
Job Description:	Click here to enter the job description.
Hiring Range: Ranges are typically from the low to mid-point of the range. Pay range can be found at: https://www.umssystem.edu/totalrewards/compensation/pay_matrices GGS level and HR Job Title can be found at: https://compsearch.umssystem.edu/	Enter pay range, GGS Grade, HR Title below. Regarding the pay range, for the minimum, HR will list the minimum as defined by the unit based on the unit’s budget which may be above the minimum of the GGS pay range. Likewise, the upper end of the pay range should be based on the unit’s budget. Pay commensurate with education and experience. Anticipated Hiring Range: Grade: GGS-XXX University Title: Internal applicants can determine their university title by accessing the Talent Profile tile in myHR.
Work Hours:	Click here to enter expected or anticipated hours/shift.
Minimum Qualifications: Copy from UM Job Code Detail: https://compsearch.umssystem.edu/	Click here to enter expected or anticipated hours/shift.
Preferred Qualifications:	Click here to enter preferred qualifications
Application Materials:	Click here to enter required application materials (e.g., writing sample)
Posting Duration:	All jobs will be posted as Open Until Filled unless noted below. Click here to enter job posting close date if not “open until filled”.
Internal/External Posting:	Choose an item

Please always grab a new form from our website to ensure you have the most recent version.

All postings will include the following information about UMSL:

As one of the most culturally and ethnically diverse campuses in Missouri, UMSL is committed to maintaining a climate where all students, faculty, staff and visitors can explore their interests, refine their talents and flourish. [Inclusive excellence](#) is embedded in our strategic plan which focuses on actions to recruit and retain diverse students and employees and promote activities that encourage civil and constructive discourse, reasoned thought and sustained dialogue in an environment of **inclusion**, respect and appreciation.

Would you like to include any additional information in your job posting to attract candidates?

(appropriate EEO, diversity, and Total Rewards information will automatically be added to all job postings in eRecruit)

Other: [Click here to add information about UMSL, CSD, and/or unit](#)

All staff postings will include the following information unless discussed with HR prior to the job being posted:

Applicants must be authorized to work in the United States. The University will not sponsor applicants for this position for employment visas.

Employee Referral Incentive

All UMSL benefit-eligible staff positions will be eligible for the [Employee Referral Incentive](#) with the exceptions of selected positions in the Center for Behavioral Health (CBH) as indicated below.

This position is in the Center for Behavioral Health and is not eligible for the Employee Referral Incentive.

Last revised: 8/26/2022

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What happens after the
form is submitted?

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- After your Business Manager submits the form to our recruit team, they review it and send it to our Shared Services partners.
- Generally, positions go live 24-48 hours. Approved positions post every hour at the top of the hour.
- Weekly, Units receive an email that their job has been posted, this message includes internal equity for the unit as well as a statement that you need to discuss the salary offer (internal equity and budget) with your Business Manager. Please note that we give equity information based on the CSD, on occasion you may get UMSL-wide information.
- Positions post to external sites within 48-72 hours (usually less). Units are encouraged to advertise the positions as well. For advertising ideas, please reach out to our Recruitment Team.
- Everyday we route applicants who meet the minimum qualifications. Keep in mind that we certify pools that are staff GGS 10 and above as well as all faculty positions.

What causes delays?

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- Form not complete
- Salary listed not matching job code detail (hourly vs. monthly)
 - Wrong job code
 - Missing job description
 - Missing MO code
 - Needing to change dates
- Consistency of Title and Job Code
 - Incorrect Department
- Job Code doesn't match position number

What happens when I'm
ready to hire someone?

UMSL

Make the verbal offer

- You do not need HR permission to do so – just stay in line with the salary range that has been approved.
- Be thorough in your search, but do not wait unnecessarily. Keep in mind, candidates applying to a role with you are likely applying for other roles, too.

After verbal offer has been accepted

- Let your Business Manager know. They will reach out to our Shared Services Partners to initiate the hiring process.

Additional Resources

Umsl.edu/services/hrs/index.html

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APPLY NOW

REQUEST INFO

GIVE



Human Resources

Careers at UMSL

Employee Resources

HR Processes

Total Rewards

Managers

Managers Home

Employee Development

Employee Recognition

Employee Relations

Performance Management

Recruiting and Hiring

Human Resources

Recruitment/Hiring for Faculty

- [Full-Time Academic Hiring Process](#) (8/26/2022)
- [Post-Doctoral Hiring Process](#) (9/14/2022)
- [Job Posting Form for Academic Positions](#) (7/11/2022)

Recruitment/Hiring for Staff

Posting a Position

- [Job Posting Process Guide](#) (8/12/2022)
- [Flowchart for Staff Hiring Process](#) (8/25/2022)
- [Job Posting Form for Staff Positions](#) (8/26/2022)
- [Courtesy Appointments](#) (8/18/2022)
- [Hiring an H-1B Scholars](#) (6/3/2022)
- [Advertising a Position](#) (3/1/2022)

Interviewing

- [Hiring Manager Navigation](#) (5/19/2022)
- [Selection Process Planning Worksheet \[PDF Format\]](#) (4/7/2022)
- [Pool Certification Guide](#) (7/19/2022)
- [Example warm up questions](#) (3/21/2022)
- [Suggested Interview Questions by Job Subfunction](#) (3/21/2022)
- [Suggested Interview Questions for Common Competencies](#) (3/21/2022)
- [Interview Evaluation](#) (3/21/2022)

Offer

- [Verbal Offer Guide](#) (3/25/2022)
- [Moving allowance agreement UM System Form 274A](#)

Criminal Background Check (CBC)

- [Criminal background check \(CBC\) process](#) (4/8/2022)
- [Hiring Manager frequently asked questions about CBCs](#) (3/25/2022)
- [Criminal Background Checklist for International Scholars \(form fillable\)](#) (3/21/2022)
- Additional Resources: [HR-504 Background Checks and Criminal Convictions](#)

Post Offer

- [Manager Checklists: The Employee's First Day and Week](#) (9/26/2022)
- New Employee Orientation (New benefit-eligible staff members are asked to attend New Employee Orientation) [See the 2022 orientation dates](#)
- Post offer employment testing
 - Post offer employment testing: candidate instruction letter
 - Post offer employment testing: candidate instruction letter (Spanish)
 - [Obtaining a University Computer and Phone](#) (5/19/2022)

Flex Work

Flexible work arrangements are any arrangements that provide a faculty or staff member alternatives to working regularly scheduled hours in the office or typical work location. Flexibility can be accomplished without changing a department's regular hours of operation or altering the responsibility or authority of supervisors.

Learn more about flexible work arrangements, and associated trainings and forms on the UM System [Flexible Work Arrangements](#) webpage. Policy information is available in [HR Policy Manual HR-522 Telework Arrangements](#) and its corresponding [HR-522 Q&A](#).

Questions?

Umsl.edu/services/hrs/index.html

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