

TOC Posting Process - Tip Sheet

Temporary/On-Call Hiring High Level Overview

This tip sheet provides a high-level overview of the necessary steps for posting, recruiting and hiring a Temporary/On-call (T/OC) position with MSU Extension.

Temporary and on-call employees cannot begin working until a posting, search/recruiting, and hire process have been completed.

Initiate a T/OC Position Request Form & Form Search Committee:

1. Six (6) weeks out from desired date of hire, complete and submit the T/OC position request form found on the HR OD Website.
 - a. A minimum of 3 search committee members required. Search committee members will need to be provided on the T/OC position request form.
 - b. Option to have pooled posting, if recruiting for multiple identical positions.
2. Upon submission, the T/OC position request form will route for DD/ID/FO/HR approval.
3. After approval, the posting will be created in the Applicant Tracking System (ATS) and the supervisor will receive an email from MSUE HR with next steps.

Source/Advertise the Position:

1. MSUE HR will source the posting to Careers@MSU, MI Talent, and Indeed.
2. Supervisors should continue to advertise locally and reach audiences representative of the communities we serve through the advertising process.

Review Applications & Conduct Interviews:

1. Applicants will apply on the Careers@MSU website.
2. Once the position closes, MSUE HR will send applicant list to search chair.
3. Search committee will review applicant resumes and schedule/conduct interviews.

Select Candidate & Offer Process:

1. Once a candidate has been selected by the search committee, reach out to MSUE HR to determine start date.
 - a. Start date must be 2 weeks out from date of electronic offer.
2. Send all search materials to MSUE HR.
 - a. In body of email, indicate individual selected for hire, confirm that verbal offer has been extended and accepted.
3. MSUE HR will confirm start date and extend electronic offer to candidate.

Hire Process:

1. Upon offer acceptance, new hire will be directed to fill out Data Collection Form (previously was TOC hire form).
 2. MSUE HR will notify supervisor when new hire has accepted the electronic offer and will send additional information on required HireRight background check and Electronic I-9.
 3. When data collection form, HireRight background check, and I-9 are complete, new hire and supervisor will receive email from MSUE HR confirming all steps are complete and that new hire can begin working.
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