Midwestern State University
Human Resources

How to Open a Staff Position
Electronic Personnel Action Form (EPAF)

• If current employee is resigning, complete a terminating EPAF

• If current employee is being promoted within the same department, complete an Internal Promotion Form (HR will complete the termination EPAF and Hire EPAF)

• If current employee is transferring to another department, Human Resources will complete the EPAF
Personnel Requisition Form (PRF)

• Complete the PRF online to open the position
  – Select hiring department and position title
  – Check box if a new position
    • If not a new position, enter name of terminating employee and term date (effective date of change)
  – Check if you would like to open the job to current MSU employees only (minimum 5 business days)
    • Otherwise position will be open to the public (minimum 10 business days)
PRF Completion Continued

– Complete Current Budgeted Salary (current approved maximum salary)

– Complete Annual/Monthly Starting Salary (salary approved to be offered to new hire)
  • Classified Positions – (Refer to MSU Pay Plan)
    – Normally, starting salary is the minimum of Pay Plan grade for position
    – May be approved with a range from minimum pay grade salary up to maximum budgeted amount, commensurate with experience
  • Non-classified Positions
    – May be approved in any amount not to exceed the maximum approved budget range
    – May be approved as a set amount or range within budgeted salary, commensurate with experience
PRF Completion Continued

- Complete Start Date
  - “Open until filled” or “As soon as possible”
    - Positions may not be filled before vacancy occurs without President/Board of Regent approval

- Fill in any additional comments about work schedule or additional requirements
  - While some job descriptions/titles are unique to an individual department (Library Assistant), some are generic as they are used by all departments (Administrative Assistant)
  - If desired, you have the ability to add additional information that is unique to your department (altered work schedule)

List other methods you will be using to recruit for this position
PRF Completion Continued

– For classified positions, the State of Texas application is **required**

– For non-classified positions, the State of Texas application is **required** while a resume, cover letter, and list of three references are requested
  • If you prefer to add any additional documents, please include this on the PRF

– **Complete the hiring supervisor’s** contact information
  • This will not appear on the web, it is for HR purposes only
PRF Completion Continued

• Review the **job description**
  – If any changes need to be made, please email the new job description to the HR Director

• Print the PRF, attach job description, and route through appropriate approval levels
Advertising

• Once HR receives the President’s approval to open the position, it will be advertised with the following:
  – HR webpage and job board
  – Texas Workforce Commission
  – Sheppard Air Force Base
  – MSU TV Channel 2
  – MSU Update
  – Other places deemed appropriate based on job description
Advertising Continued

• The hiring department may also place paid advertisements. Please submit the ad wording to the HR Director prior to placing ad
  – **Must** include the following statements
    • MSU is an EEO/ADAAA compliance employer
    • This position is designated as security sensitive and requires a criminal background check

• Notify HR of sites where ads are placed and give HR copy of ads

• A list of possible sites can be found on the [HR Forms page](#)

• Ads may not be placed until the position is approved and posted on the MSU website
Matrix

• HR will forward all applications, resumes, etc to the department
• HR will email a hiring matrix to the department
• The matrix will be customized by HR based on the job description requirements. Space is available for the department to add additional requirements
The matrix is a screening tool used to rank the qualifications of applicants and should be completed **BEFORE** making selections for the interview process.

- It must be returned to Human Resources before interviews are scheduled.
- It may be completed and submitted to HR electronically.
Veteran & Foster Hiring Preference

• Preference is given to veterans as well as orphans and unmarried widows of veterans who were killed on active duty

• Preference is given to youths, aged 25 years or younger, who were in foster care the day before their 18th birthday
Interview Questions

• Must be job related
• Must be the same for all applicants
• Must not be of a personal nature
  – Prohibited questions include those relating to applicant’s marital or parental status, age, race, color, religion, gender, national origin, or disability
• Please email interview questions to HR Director for review
Interviews

• At least three of the applicants meeting the minimum requirements should be selected for an interview
• A written justification is needed if less than three applicants are interviewed
• Human Resources will arrange the interviews
Making an Offer

• Human Resources will provide an Interview Evaluation form for each applicant interviewed.

• Complete the forms to indicate the hiring choice, preferred start date, and starting salary (as approved on the PRF).
Making an Offer Continued

• Human Resources will conduct the background check and reference checks
• The formal offer will be made by Human Resources
• The department will be notified immediately of the acceptance/rejection
If applicant accepts....

- Human Resources will prepare an Electronic Personnel Action Form (EPAF) and will contact the department to approve.
- Send the employee to HR within the first three days of employment to complete their I-9 and to sign the Data Security Agreement Form.
- HR will schedule New Employee Orientation and EEO training.
If applicant declines....

- Designate a second choice
- Interview additional applicants
- Or, notify HR to reopen the position and accept more applications
Closing the job file

• Forward all interview notes and applications to HR
• Finalize matrix if any applications were not included on first matrix
• Complete the Minority Review Form and Hiring Satisfaction Survey
For additional information, please call Human Resources at 4221.