



## Policy Directory

Responsible Division: Finance and Administrative Services  
Responsible Office: Human Resources  
Issue/Revision Date: 12/01/2017

## **Employment Procedures**

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Policy:

### **Employment Authorization**

The Board of Trustees of State Institutions of Higher Learning has the sole power and authority to select the University President/IEO and Board approval is required for the creation, appointment, elimination, or significant modification of the positions of Provost and Executive Vice President, Vice President, Dean and Associate/Assistant Provost or Associate/Assistant Vice President who supervises Deans. The President/IEO has the authority to approve and execute Board contracts with members of the teaching faculty, executive, administrative, managerial, and other professional employees of the University in positions authorized to receive Board contracts. The individuals at the vice presidential level of the various University divisions have the sole power and authority to authorize the employment of the administrative, managerial, and other professional staff who do not receive Board contracts. Deans/Directors of the various University units have the power and authority to employ non-exempt employees, graduate assistants, and students, with vice presidential level approval.

### **How to Apply**

Alcorn State University fosters the posture and practice of equal employment opportunities for current and potential employees. The University advertises vacancies and new positions as widely as is practical. Consequently, vacancies and new positions are posted on the Office of Human Resources website via the Online Recruitment system at <http://jobopps.alcorn.edu>. Professional vacancies are advertised through *Inside Higher Ed*, *Higher Ed*, *IHL Vacancy Link* at <http://ihl.state.ms.us/jobs>, *Jobs 2 Careers*, *Indeed*, and other posting venues (as applicable). The hiring manager of the unit with an open position or vacancy is responsible for working with the Office of Human Resources to ensure appropriate posting and advertising. This process is initiated with the submission of a Position Requisition Form. Current qualified employees, in good standing, are encouraged to apply for posted/advertised positions.

Alcorn State University requires online applications and attachments to be submitted for each job opportunity at the University. All applicants should apply for job openings by visiting <http://jobopps.alcorn.edu>. The University only accepts applications for posted positions. Required attachments must be submitted online to complete the application process.

## **Employment Eligibility**

Alcorn State University ensures that all employees paid through the University payroll system are legally eligible to be employed in the United States. Failure to meet eligibility requirements will make a candidate ineligible for hire, result in the withdrawal of an offer, or termination of employment of an employee.

Falsification or omission of information as part of the application process, including omission of felony conviction information, is grounds for denial or termination of employment.

Alcorn State University requires all newly hired or rehired employees to complete the Department of Homeland Security's Form I-9, Employment Eligibility Verification. This shall be done within the first three (3) days of employment. Proper credentials, as identified on the instructions to the I-9 form, must be presented before other employment forms are completed.

## **Screening and Selection**

Alcorn State University provides equal opportunity in employment. This is accomplished through nondiscriminatory open recruitment and hiring practices. A search committee is required for all Executive/Administrative/Managerial and regular Faculty positions. Search and screening committees are not required to support staff positions; however, more than one person should take part in the interview process. The Office of Human Resources is available to assist in the search process and to conduct training for search committees or departments.

Occasionally, factors such as financial constraints, program continuity, unavailability of a practical number of qualified applicants, or the existence of highly specialized qualifications and requirements for a position, require making an exception to the University's normal employee recruitment and selection procedures. Exceptions are to be made only in case of business necessity and internal recruitment.

Prospective employees shall be provided written offer letters, issued by the Office of Human Resources. An offer of employment may be withdrawn if the prospective employee is unable to begin work by the date indicated in the offer letter. Prospective employees must submit written acceptance of the offer letter and the terms outlined therein, prior to scheduling of the orientation process. The candidate's failure to respond indicates a decline of the offer.

All new employees must report to the Office of Human Resources for the orientation process prior to beginning work. New hire packets are provided to prospective employees upon receipt of acceptance letters and should be completed and brought to Orientation. The Immigration and Naturalization Service authorization of employment form (I-9 Form) must be completed by all new employees within the provisions of the Immigration Reform and Control Act of 1986 within three (3) days of employment.

Every male between the ages of 18 and 26, who is required to register under the federal Military Selective Service Act, 50, USCS App.453, and is seeking employment, or is seeking a promotion to a higher position with Alcorn State University, shall submit to the University satisfactory documentation of his compliance with the draft registration requirements of the Military Selective Service Act.

It is the policy of Alcorn State University not to discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sexual orientation, national origin, handicap, age, being a disabled veteran or veteran of the Vietnam era. Affirmative action procedures are to be followed in the employment of all faculty and staff members.