

Employment Procedures

Summary/Purpose: The following guidelines relate to the recruitment, employment, and pay ranges for University employment. These guidelines also detail initial requirements for new employees to report to Human Resources.

The continual recruitment of competent employees is of primary importance. In most departments, employees are interviewed and recommended directly by the department heads. In the employment of personnel the following procedures are followed:

1. 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.
2. All external hires for our faculty and professional positions will receive a written offer of employment. Depending on type of position, this letter will come from the Chancellor, Provost, or Director of Human Resources. Employees should not begin work until an electronic form has been approved by Human Resources. All new employees must report to Human Resources on or before their first day of employment. Promotions and reclassifications will be processed by the Department of Human Resources in accordance with established procedures.
3. Positions included in grant and contract proposals are not classified at that time of submission. After approval of the grants and contracts, these positions are classified by the Department of Human Resources. The salary rate of the position will be in accordance with the classification assigned.
4. It is the policy of The University of Mississippi 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.
5. New hire paperwork is completed with the Records Staff no later or on the first day of employment. The Records staff schedules an appointment in advance, however, a "walk-in" new hire may be accommodated. The Immigration and Naturalization Service authorization of employment form (I-9 form) will be completed by all new employees within the provisions of the Immigration Reform and Control Act of 1986. This form must be completed within 3 days of employment.

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6. Each new benefit eligible employee must go online for New Employee Orientation conducted by the Department of Human Resources. The information regarding New Employee Orientation is provided at the time the new hire completes the Payroll/Employment information packet.

For specific information regarding Employment Procedures, refer to the “Search Committee Guide” found on PeopleAdmin (jobs.olemiss.edu/hr) or email employ@olemiss.edu to request the Guide.