

## **CHAPTER 3 RECRUITMENT**

### **3.0 INTRODUCTION**

Following an organizational restructuring of the Mississippi State Personnel Board in 2009, the functions of recruitment have been subsumed into the Office of Human Capital Core Processes. Any questions regarding these functions should be addressed to your Human Capital Core Processes Consultants.

The Executive Director of the Mississippi State Personnel Board shall administer a recruitment program as referenced in the Mississippi Code Annotated § 25-9-119 (2)(c). This program shall ensure the fair and equitable treatment of all applicants without regard to political affiliation, race, national origin, sex, religious creed, age, or disability. [Mississippi Code Annotated § 25-9-149 and Intergovernmental Personnel Act Programs: Standards for a Merit System of Personnel Administration, 5 C.F.R. §§ 900.603; 900.604 (1983).]

### **3.1 RECRUITMENT PROGRAMS**

Recruitment shall be tailored to the number and nature of positions to be filled and to labor market conditions. The recruiting efforts of the Office of Human Capital Core Processes and agencies will be coordinated and carried out in a timely manner.

#### **3.1.1 Open Consideration of Qualified Candidates**

The Executive Director of the Mississippi State Personnel Board shall respond to agency needs by developing methods of reaching qualified applicants. Recruitment efforts for initial appointments shall be planned and carried out in a manner that ensures open competition and equal consideration of all qualified candidates, except as provided in Chapter 4. Recruitment activities may include, but not be limited to, contact with institutions and organizations, personal contact, and public announcements.

#### **3.1.2 Regular Recruitment**

The Executive Director of the Mississippi State Personnel Board shall initiate recruitment efforts in response to current or projected agency staffing requirements. Agencies that anticipate vacancies due to circumstances such as a termination, transfer of an employee, or authorization for additional positions, may request that those positions be placed on recruitment.

Agencies will use the Mississippi State Personnel Board's recruitment and selection software system to request recruitment (called a requisition in the system) for vacancies.

#### **3.1.3 Special Recruitment**

The Executive Director of the Mississippi State Personnel Board may initiate additional recruitment efforts for certain difficult-to-fill job classifications or upon agency requests. In

order for the Executive Director of the Mississippi State Personnel Board to coordinate agency recruitment efforts, agencies will advise the Executive Director of the Mississippi State Personnel Board five (5) working days in advance, when planning is initiated for any and/or all recruitment efforts and/or advertising. Notification is essential to enable the Executive Director of the Mississippi State Personnel Board to ensure that the agency recruitment efforts are in accordance with state policy and procedure.

Agencies that require assistance from the Executive Director of the Mississippi State Personnel Board in developing special recruitment plans must notate in recruitment and selection software system the obstacles that inhibit recruitment. Information must include, in detail, any special qualification required, and the reason for the requirement, noted in the requisition. The Executive Director of the Mississippi State Personnel Board determines the dates and length of the special recruitment period.

### **3.1.4 Authority to Take a Position off Recruitment**

Positions placed on recruitment may be assigned a closing date due to, but not limited to, the following circumstances:

- A. a vacancy has been filled;
- B. a class specification revision has been initiated; or
- C. there is a request by the appointing authority.

Positions placed on recruitment for an indefinite period may not be assigned a closing date until a vacancy is filled. The authority to take a position or occupational class off recruitment rests with the Executive Director of the Mississippi State Personnel Board.

### **3.1.5 Determination to Place a Position on Recruitment**

The decision to recruit for a position or occupational class may be determined by the special qualifications under which an agency desires recruitment.

The final determination to place a position on recruitment shall rest with the Executive Director of the Mississippi State Personnel Board.

### **3.1.6 Length of Recruitment**

Once a position has been placed on recruitment, it may be recruited continuously in accordance with Sections 3.2 and 3.3 until it is taken off recruitment in accordance with Section 3.1.4. The Executive Director of the Mississippi State Personnel Board may elect to take the position off recruitment when deemed appropriate.

### **3.1.7 Non-State Service Recruitment**

The Executive Director of the Mississippi State Personnel Board does not determine recruitment programs for non-state service positions. However, recruitment or advertising for these positions must be coordinated with the Executive Director of the Mississippi State Personnel Board in accordance with the advertising requirements below.

Agencies with non-state service positions that wish to recruit may request assistance from the Executive Director of the Mississippi State Personnel Board. Staff will be available to assist in the development of a plan for recruitment that addresses procedures such as posting of announcements, advertising, evaluation, and referral procedures for applicants.

### **3.2 RECRUITMENT ANNOUNCEMENTS**

Recruitment announcements shall, at a minimum, be listed on the Mississippi State Personnel Board web site. All recruitment announcements shall be advertised for not less than three (3) working days.

### **3.3 CONTENT OF ANNOUNCEMENT**

Recruitment announcements may contain the Mississippi State Personnel Board class specification of the vacancy or the equivalent of a Mississippi Department of Employment Security job announcement, including the following: title of the position, summary of education and experience requirements, beginning and ending dates of recruitment, salary, and geographic location.

### **3.4 ADVERTISING**

For special recruitment purposes, the Executive Director of the Mississippi State Personnel Board may utilize advertising to supplement the public notice requirements above.

#### **3.4.1 Agency Advertising Efforts**

Agencies **MUST** coordinate their advertising efforts with the Executive Director of the Mississippi State Personnel Board. Commercial advertising shall be at the expense of the requesting agency unless the Mississippi State Personnel Board sponsors the advertising and provides the agency with prior written confirmation of sponsorship. Prior notification will ensure that:

- A. the job title is correct and the position is placed on open recruitment;
- B. the brief summary of education and experience requirements is reviewed for consistency;
- C. special qualifications are developed (when applicable);

- D. the statement “An Equal Opportunity Employer” is included in the advertisement;
- E. the Executive Director of the Mississippi State Personnel Board is aware of the agency’s intentions and will be able to provide information to applicants regarding the advertisement;
- F. agency advertisements do not request that resumes be forwarded to the Mississippi State Personnel Board or the local Mississippi Department of Employment Security Workforce Investment Network (WIN) job centers. Any exception to this procedure must be approved by the Executive Director of the Mississippi State Personnel Board;
- G. the address where applications are to be sent is correct on the advertisement; and
- H. the Executive Director of the Mississippi State Personnel Board may determine the dates and length of the advertising.

Agencies may coordinate recruitment efforts with the Mississippi State Personnel Board by forwarding a copy of the advertisement to their assigned Office of Human Capital Core Processes Consultant via email.

### **3.4.2 Notice of Advertising**

Appointing authorities will notify the Executive Director of the Mississippi State Personnel Board at least five (5) working days prior to all recruitment advertising, whether the advertising is donated, paid for by the agency, or sponsored and paid for by the Mississippi State Personnel Board.

### **3.5 RECRUITMENT AND COUNSELING**

The Mississippi State Personnel Board will provide information and assistance to state agencies and applicants. These services may include, but are not limited to: recruitment efforts; the processing of applications; and counseling/assistance regarding the evaluation and selection processes.

### **3.6 EXEMPT STATUS RECRUITMENT AND SELECTION**

The Executive Director of the Mississippi State Personnel Board does not determine recruitment programs for job classes or positions exempted under Rule 4.2.9. However, recruitment or advertising for these classifications must be coordinated with the Executive Director of the Mississippi State Personnel Board in accordance with the requirements above.

Source: Miss Code Ann. §25-9-103, -119, -147

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