

**MISSISSIPPI STATE UNIVERSITY DEPARTMENT OF HUMAN  
RESOURCES MANAGEMENT RECRUITMENT AND  
SELECTION POLICY AND PROCEDURES**

**PURPOSE**

To define the policy and procedures associated with recruitment, selection, and employment related activities and to ensure that Mississippi State University complies with state and federal laws and the Written Affirmative Action Plan.

**POLICY**

All recruitment, selection and employment related activities conducted by the University are to be carried out in accordance with applicable state and federal laws and policies related to equal employment opportunity and affirmative action.

**PROCEDURE**

Procedures and resources for hiring departments in recruitment, selection and employment activities are located at <http://www.hrm.msstate.edu/employment/> .

Recruitment and Selection

All persons interested in regular employment with the University are encouraged to complete an on-line application for any vacancy for which they possess the minimum qualifications and for which they wish to be considered. General information concerning vacancies, experience requirements, and position descriptions may be obtained from the on-line employment system at [www.jobs.msstate.edu](http://www.jobs.msstate.edu).

The selection of candidates for vacancies is the responsibility of the Department Head, Dean or Director, Athletic Director, Provost and Executive Vice President, Vice President, the President, or the Board of Trustees of State Institutions of Higher Learning, as appropriate (See Employment Authorization, #[60-104](#)).

Pre-Employment Testing

All pre-employment tests of any nature that are to be administered to any candidates for positions must be coordinated and approved by the Department of Human Resources Management. Any tests which may prove to have an adverse impact on individuals in protected classes must be validated in accordance with the Equal Employment Opportunity Commission's Uniform Guidelines on Employee Selection.

## Employment of Relatives

The employment of a family member of a current employee or the appointment of a present employee to a new/different position is prohibited when such employment/appointment would create a situation where one family member would be in a supervisory position over the other family member and/or influencing progress, performance, or welfare. An exception may be made to this policy, if the exception is approved in writing, through the chain of command to the appropriate vice president, provided the subordinate employee's supervision is formally transferred to a supervisory authority one or more levels above the supervisory family member employee, and, if all matters dealing with the subordinate employee's progress, performance, welfare, assignment, salary, tenure, and promotion are in fact unaffected by the other family member's employment or position. Violation of the nepotism and ethics statutes has both civil and criminal penalties.

For the purpose of this policy, "family members" are defined as an employee's spouse, children, parents, grandparents, great-grandparents, brothers, sisters, nieces, nephews, aunts, uncles, grandchildren, great-grandchildren, and in-laws or step-relatives as listed above.

## Minimum Age for Employment

Persons who have reached their eighteenth birthday or who have graduated from high school may be employed in a position for which they meet the minimum qualifications and other employment requirements of the University. The following exceptions to this policy are noted: 1) Minors who are under age eighteen (18) but will reach their sixteenth birthday during the summer months (May - August) may be employed during those months, provided their employment does not conflict with their school programs and their work assignments are not considered hazardous or detrimental to their health or well being; 2) Students enrolled in certified work experience programs in secondary school systems; and 3) Students awarded a research apprenticeship program grant.

## LAW/REGULATION

Federal and state laws, policies of the Board of Trustees of State Institutions of Higher Learning and University policies.

## REVIEW

This policy and procedure will be reviewed by the [Director of Human Resources Management](#) at least every four years.

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Recommended by:

/s/ Judy Spencer  
Director of Human Resources Management

06/01/12  
Date

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Provost and Executive Vice President

06/11/12  
Date

Reviewed by:

/s/ Lesia Bryant  
Director of Internal Audit

06/19/12  
Date

/s/ Joan L. Lucas  
General Counsel

07/24/12  
Date

APPROVED:

/s/ Mark Keenum  
President

10/02/12  
Date