



HUMAN RESOURCES MANAGEMENT POLICY

EMPLOYMENT PROCEDURE

POLICY 04

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I. POLICY

- A. It is the policy of the Medical University of South Carolina (hereinafter "MUSC") to ensure equal opportunity for all applicants and to select the best qualified applicant for a job opening without regard to race, color, creed, religion, sex, age, national origin, disability, or veteran status.
- B. To ensure a fair and nondiscriminatory selection process, available positions are to be filled only by applicants referred to hiring departments by the MUSC Department of Human Resources Management (hereinafter "Human Resources"). External and internal applicants must apply through the formal application process to be considered a candidate for a posted position. All promotional opportunities should be posted in accordance with this policy.
- C. The MUSC application process requires that all applicants for bona fide classified, unclassified non-faculty, research grant, and temporary employment opportunities apply for specific vacancies through Human Resources. All available employment opportunities are posted on the online "Career Opportunities" site. An applicant cannot be considered for an employment opportunity for which he/she did not specifically apply via the online applicant system.
- D. MUSC hires only U.S. citizens or individuals who are legally authorized to work in the United States. Appropriate verification of eligibility is required. MUSC participates in the federal E-Verify program.

II. PROCEDURES

A. Establishment of a Vacant Position

1. Departments must obtain appropriate authorization prior to initiating the establishment of a vacant position for recruitment.
2. A position description that accurately reflects the job duties must be submitted electronically through PeopleAdmin to Human Resources for review and/or approval of the classification prior to posting.

B. Recruitment

1. Positions will be posted with the required MUSC minimum qualifications and other preferred job-related educational requirements, skills, or abilities.
2. In addition to the minimum requirements, preferred qualifications may be used as a screening tool for qualified applicants.
3. Career opportunities will be posted for a *minimum* of five working days. They may be posted for a longer period of time if requested or if difficult to fill. In some cases, opportunities may be posted "for internal applicants only" in order to promote the selection of current employee(s). Posted positions may be accessed through MUSC's Intranet or through the Internet.
4. Certain situations that involve a change in the employment status of an existing employee may not constitute a hiring opportunity and may not require posting. For example, a current employee changing from a classified to a temporary status within the same cost center and with no change in duties will not constitute a hiring opportunity but instead will be considered a "status change." Employment consultants should be contacted to determine whether a status change constitutes a hiring opportunity.
5. If the preferred requirements on the position description are modified in any way during the selection process, the position description must be revised and approved by Human Resources, and the position *re*-posted with the updated requirements for a minimum of five working days. This is to ensure equal opportunity and a competitive hiring process before a selection decision can be made.
6. Departments are discouraged from posting a position too far in advance of their anticipated need to hire. Exceptions to this guideline depend on critical staffing situations and difficult-to-recruit positions. Recruitment should be closed when a sufficient applicant pool exists. A selection decision should be made as soon as is practicable.

7. In no case will an open posting be closed *prior* to the published/advertised close date for that position. This is to ensure equal opportunity for all interested and qualified applicants.
8. Applications meeting the minimum and other preferred requirements will be forwarded by the Employment consultant to the appropriate hiring manager. After the initial interviews are completed, the department may request the position to be re-posted if a suitable candidate is not identified.
9. To attract a broad range of qualified and diverse applicants, Employment consultants may publicize career opportunities by utilizing one or more recruitment methods, as appropriate. Methods include, but are not limited to: advertisements placed in newspapers, journals, specialty publications, or the Internet. Human Resources staff also participate in conferences and job fairs throughout the year. Vacancies are often posted with various agencies and job-posting sites.
10. **Please note that the requesting department is responsible for payment of employment advertisements.** Employment consultants are available to assist the requesting department in placing approved ads.

C. Selection Process

1. All applicants must apply for a specific position through Human Resources' online application system. Applications may only be submitted during the time a position is posted in an "open" status. This process allows equal access to employment opportunities and ensures that individuals meet the standards established to qualify for a position.
2. To be considered an applicant, an individual must be eligible to apply, must meet the minimum requirements for the position in which he/she is interested, and must submit a completed application. A resume or written inquiry does not constitute an application for employment, but may be submitted along with the application.
3. When an individual applies for a position, it is imperative that all information is completed on the application which includes answering all questions and providing a complete employment history. The employment history is essential for qualifying a candidate for a position, conducting reference and background checks, and for determining a starting salary.
4. Only applications referred by the Employment consultant may be reviewed by the hiring official. Qualified applications will be forwarded to the respective departments. Each applicant referred for a position must meet the MUSC minimum training and experience requirements for the respective vacancy. This includes internal candidates who apply for vacancies.

5. Inquiries from individuals should be forwarded to one of the Employment consultants in Human Resources. Applications referred to the hiring department may not be shared outside of that department. An individual must not be interviewed unless the application procedure is followed and the application is referred by the Employment consultant.
6. When interviewing an applicant, the hiring official must take special care to interview candidates in a professional manner, and must avoid unlawful and inappropriate questions. It is recommended that an interview team be established to conduct interviews. Peer interviews (using behavioral interviewing questions) are also recommended, when possible. [Sample interview questions](#) can be found on Human Resources' webpage, under "Toolkit for Managers and Administrators."
7. The number of candidates selected for interview should be in proportion to the size of the candidate pool.
8. All copies of applicable licenses and certifications should also be verified at the time of the interview. Any inquiries concerning permissible questions should be directed to the assigned Employment consultant in Human Resources. Hiring decisions must be based solely on bona fide job-related criteria.
9. The requesting department must update the online posting to indicate the status of each referred applicant.
10. The hiring official must obtain **final salary approval** from the Employment consultant *prior* to extending a job offer to the candidate. (Refer to Section II. D., below.)
11. Once the offer is accepted, the Employment consultant should be contacted to schedule pre-employment requirements, including health and drug screening, criminal history checks, reference checks, and compliance database checks. All offers of employment are contingent upon the successful completion of all pre-employment requirements.

D. Starting Salary

Departments must contact their assigned Employment consultant to determine an appropriate starting salary prior to making an offer. The starting salary is determined by assessing the applicant's education and experience, taking into consideration established special hiring rates and required qualifications of the position, and available internal and external market and equity data provided by Human Resources' Compensation analysts. Appropriate time should be allowed for review and approval by MUSC's Employment and Compensation staff and – when necessary – the State Office of Human Resources.

E. New Hire Procedures

1. All benefits-eligible employees must attend New Employee Orientation, including those employees transferring from the Medical University Hospital Authority (MUHA) or other affiliates.
2. A PEAR form authorizing employment must be received in Human Resources *prior* to a new employee's scheduled orientation/start date.
3. Before a new employee may report to work, all pre-employment requirements must be successfully completed.
4. A hiring department may conduct supplemental reference checks (in addition to the required Human Resources reference checks). All supplemental reference checks conducted by a department should be documented and forwarded to the assigned Employment consultant as soon as the selection is made.
5. Failure to successfully complete any portion of the pre-employment requirements may preclude an individual from employment at MUSC and from applying for future positions for a specified time frame (e.g. The waiting period for failure to pass the drug screen is two years; background checks - one year).

F. Employment of Minors (See Also Human Resources Policy #06)

1. It is the Medical University's policy to hire employees who are eighteen (18) years of age or older. However, in exceptional circumstances, minors may be employed under the following conditions:
 - a. Minors under sixteen (16) years of age will not be employed.
 - b. Minors, age sixteen (16) or seventeen (17), may be employed during any hours. However, they may not be employed in any occupation or area determined to be hazardous. Departments should contact Human Resources for guidance regarding applicable provisions of the Fair Labor Standards Act (FLSA).
 - c. At age eighteen (18), individuals are not considered minors and may be employed in any occupation during any hours.

G. Probationary Period

Upon appointment to a classified or unclassified non-faculty FTE position, a new employee must satisfactorily complete a one year probationary period before being eligible for grievance rights. Temporary and Research Grant employees have neither formal probationary periods nor grievance rights but may seek to resolve concerns by contacting Human Resources. (Note: Should an employee receive a reclassification or promotion *prior to* the completion of the one year probationary period, the probationary period will begin again, effective on the date of the status change.)

H. Trial Period

Upon completion of the formal one year probationary period, an employee who accepts a promotion to a higher classification is required to complete a six month trial period.

I. Post-TERI Temporary (Teacher and Employee Retention Incentive) and Post-Retirement Employment

Individuals who have retired from the South Carolina Retirement System or the South Carolina Police Officers' Retirement System, or employees at the conclusion of participation in the Teacher and Employee Retention Incentive program (hereinafter "TERI") may be considered for reemployment in temporary status. However, reemployment is not guaranteed. For more information, please refer to Human Resources Management Policy No. 51, Post-TERI and Post-Retirement Employment.

Approved by:	Information Contact	Revised
<p style="text-align: center;">Lisa P. Montgomery Vice President for Finance & Administration</p>	<p style="text-align: center;">Department of Human Resources Management Employment</p>	<p style="text-align: center;">March 2010</p>