Support Staff Hiring Process

Filling Regular Support Staff Positions

Policy

- The recruitment of applicants and the filling of vacant positions is the responsibility of MSU Human Resources Staffing Services.
- Michigan State University is committed to the principles of equal opportunity, non-discrimination, and cultural diversity. The University, in its employment and personnel policies and practices, will not discriminate against any individual because of religion, race, creed, color, national origin, age, sex, height, weight, marital status, or disability except for bona fide occupational qualifications.
- The University is committed to the concept of promotion from within the institution.
- The University endorses the principle of career development of its employees and will, in good faith, encourage career concepts of employment.
- All forms of recruitment, including personal contacts and media advertising, should be communicated to MSU Human Resources Staffing Services.
- MSU Human Resources Staffing Services administers certain tests under controlled conditions which provide equal opportunities for all applicants and employees. Individuals and departments may not administer any form of employee or applicant tests without prior approval by MSU Human Resources Staffing Services.
- Offers of regular employment, including salary commitments, may be made only with the approval of MSU Human Resources Staffing Services.
- **Collective Bargaining Agreements** specify variations in procedures for filling vacancies which may supersede the following and should be reviewed prior to filling a vacancy.