



# POLICY MEMORANDUM

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## Policy No. 2

## HIRING

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February 1, 2016

The purpose of this memorandum is to reiterate the University and School of Medicine policies regarding the hiring of new employees. The Business Office is here to help facilitate employment needs of the School of Medicine. The following policies, in addition to University of Missouri System policies, must be adhered to ensure all persons working for the Medical School are properly employed.

It is the policy of the School of Medicine that no one shall perform any work for the School of Medicine without the approval of the position by the Business Office and all proper paperwork completed. The hiring process is as follows:

1. All positions must be approved by the Business Office and the Hiring Authorization Committee, if applicable. The Business Office must receive a completed Position Request Form and Hiring Authorization Form to start the process. Position Request Form must be endorsed by the appropriate parties.
  - a. All positions within the School of Medicine must have position description on file. It is the hiring manager's responsibility to turn in a description to the Business Office. If a description is not on file, one will need to be provided to continue the hiring process.
2. Once the position is approved, it must be advertised through the University e-Recruit system.
  - a. Administrative: Hiring managers will work with a Human Resources recruiter on the recruiting process.
  - b. Academic: Hiring managers will work with the School of Medicine Human Resources Facilitator on the recruiting process. For a detailed outline of the process, please see the Academic Recruitment Process document on the Business Office website.
3. Once a candidate is selected, the hiring manager will complete the Request to Hire form and submit to the Business Office. Business Office will make the final salary decision for selected candidate. Recommendations of the hiring manager and HR recruiter will be considered along with education, experience, and departmental equity.

If you have any question about the stated policies, please contact the Business Office.

**PREPARED BY:** BUSINESS OFFICE

**APPROVED BY:**   
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