Appendix A - Internal Applicants and Hires

1. Internal applicants must meet the stated minimum qualifications for the position.
    a. Internal applicants are evaluated using the same evaluative criteria as external candidates.
    b. Courtesy interviews are not provided to internal applicants.
2. Applicant Notification of Reason for Rejection (Classified Positions Only)
    a. Personnel Procedures for Classified Employees, Chapter 5 (Section A-3) states "The University shall notify in writing any applicant whose application is rejected under this provision, specifying the cause for the rejection of the application, and shall, upon the request of the applicant, give him an opportunity to show cause why his application should not be rejected."
    b. The designated "MEMS Applicant Reviewer" is responsible for updating Application Status in MEMS (Example: "Not Interviewed, Not Selected" or "Interviewed, Not Selected". Please Note, Applicants will not receive an update regarding the status of their applications unless the Applicant Reviewer processes applications in MEMS. This action satisfies the requirement for notification of application status referenced in the aforementioned personnel procedures. Hiring Manager should not send separate email notifications to applicants.
3. An MSU employee that accepts a position in another department should <u>not</u> submit a resignation letter. He or she should submit a letter of intent, indicating acceptance of another position within the university. Submitting a resignation letter may result in termination in the State's Central Payroll System and disruption of the employee's health benefits and/or pay.
4. Hiring Managers who select an internal candidate, should consult with the current supervisor to agree upon a mutually acceptable start date, <u>after</u> the employee has accepted the official offer of employment.
5. Internal applicants must provide the same number of references that an external applicant provides. Internal applicants may list their current Morgan State University supervisor as a reference on their application.
6. Regular Morgan State Employees are allotted administrative leave to participate in employment interviews.

Appendix B - New Position Justification Form (For New Positions Only)

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New Position Justification Form

Purpose: The purpose of the New Position Justification Form is to obtain the required approvals to create a new Position Identification Number (PIN).

Submit the following documents along with the form:
1) Job Description for new positions
2) Organizational Chart (include current vacant position with position numbers, if known)
3) Department or Division Financial Impact Statement (staffing budget for current FY referencing impact to budget of new position and financial impact of new position in future budgets)

Please Note: If the new position is approved and a new Position Number (PIN) assigned, this form (with accompanying approval signatures and supporting documentation) must be uploaded into MEMS within the *Authorization to Recruit* category, along with the new position's Position Description Form and department's Organizational Chart.

Requestor Name: This is only a System Test	**Requestor Title:**
Email Address: latoshia.evans@morgan.edu	**Phone Number:**
Department:	**Division:**

Requested Position Data

Position Type:	**Employment Type:**
Position Fully Funded for Current FY:	**FLSA Status:**
Fund Source:	**Cost Center:**
Approval Type:	**Current/Proposed Budget:**

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Define any financial, logistical, or other consequences, if there are any, which might adversely affect the institution if the position is not approved. Examples include noncompliance; risk to accreditation; revocation of funding, etc.

What other alternatives or organization strategies have been considered? Reclassification of outdated role(s); Assessment and restructuring of existing job description(s); Training and development of current staff; etc.

Provide metrics and other quantifiable data to support the business need for a new position. Examples of this data would be student to faculty ratio (showing increase year over year); square footage to housekeeper ratio (showing increase year over year); vendor to vendor manager ratio (showing increase year over year); forecasted growth/expansion of work for a department over the next 5 years (planning for new positions in upcoming fiscal year budgeting).

APPROVALS ARE REQUIRED PRIOR TO SUBMITTING

Hiring Manager Approvals

Requestor:	Date:

Director/Dean:	Date:
Division Vice President:	Date:

Human Resources Approval

Director of Total & Talent Rewards:	Date:

Finance & Administration Approvals

Budget Director:	Date:
EVP of Finance & Administration:	Date:

BUDGET USE ONLY

Position Fully Funded for Current FY:	Cost Center:
Organization Code: *For Budget use only*	Fund Code: *For Budget use only*
Position Number (PIN):	Proposed Budget:

INSTRUCTIONS AND DEFINITIONS

1. **Requester Data:**
   a. *Requester Name* – The name of the Requestor, usually the department head or the hiring manager.
   b. *Requester Title* – The full title of the Requester's Position
   c. *Email Address* – The Email Address of the Requester
   d. *Phone Number* – The Contact Number of the Requester
   e. *Department* – Select the name of the official department.
   f. *Division* – Select the name of the official division.

2. **Position Data:**
   a. *Position Type* – Indicate if the position is staff, faculty, or sworn police.
   b. *Employment Type* – Indicate of the position is regular or contractual.
   c. *Position Full Funded for Current Year* – Select yes, no, or unsure.
   d. *FLSA Status* – Indicate if the position is non-exempt or exempt.
   e. *Fund Source* – Indicate if the position is state-funded, grant-funded, or auxiliary-funded.
   f. *Cost Center* – Indicate the Cost Center (aka "account") number, name, and percentage of proposed labor distribution. Indicate multiple cost centers when applicable.
   g. *Approval Type* – Select one that applies:
      i. **New Position**, if the position is not currently in budget, even if the Job Description form has been prior approved by OHR [Please note that approval of a job description does not substitute other required approvals for funding.
      ii. **Vacant Position**, if the request is for a position that is currently in budget but not assigned to a position identification number (PIN).

3. **Justification Narrative:**
   a. *Provide metrics and other quantifiable data to support the business need for a new position.*
   b. *Define any financial, logistical, or other consequences, if there are any, which might adversely affect the institution if the position is not approved.*
   c. *Define how this new position will be funded.*
   d. *What other alternatives or organization strategies have been considered?*
   e. *If applicable, please provide a high-level summary of the specific need met?*

4. **Approvals:**
   a. *Requestor Approval* – The Requestor must sign and date this form to be valid.
   b. *Dean/Director Approvals* – The Dean/Director of the Requestor's department must sign and date.
   c. *Division VP Approval* – The Division VP must sign and date.
   d. *Director of Total & Talent Rewards Approval* – The Director of TTR must sign and date.
   e. *Budget Director & EVP of Finance & Administration Approvals* – The Budget Director and the Executive Vice President of Finance and Administration must sign and provide final approval.

5. **Budget Use Only**
   a. *Position Full Funded for Current Year* – Select yes, no, or unsure.
   b. *Cost Center* – Indicate the Cost Center (aka "account") number, name, and percentage of proposed labor distribution. Indicate multiple cost centers when applicable.
   c. *Organization Code* –
   d. *Fund Code* –
   e. *Position Number (PIN)* – Enter the Position Identification Number (PIN) and position title only if the position was previously assigned a PIN that is no longer attached to the position (used for another position, removed due to inactivity, etc.) If the request is associated with a new position, which is pending a number, please indicate.

Staff Position Description

Section I: Identifying Information

Purpose: This document is designed to provide essential functions of a position.

Position Number (PIN):	Department:	Incumbent (current or previous):
Division:	Location:	Reports to (Supervisor/Manager name and title):
Classification Title:	Requested Class. Title*:	Approved 'Working Title' (if applicable):
Position Status: Choose an item.	Overtime Status: Choose an item.	Schedule: (If *Part Time* indicate weekly hours) Chose an Item.
Employment Class: Choose an item.	Essential Employee**: Choose an item.	Collective Bargaining Status: Choose an item.

*HR Class/Comp may approve title different than requested, following review.

Section II: Main Purpose of Position

Instructions: Summarize general nature and purpose of position. Concisely describe how position relates to mission of the department.

Section III: Description of Duties

Instructions: Describe 5 -10 major duties in detail and indicate approximate percentage each is performed per month. Begin statements with a verb to describe what and how.

| % of Time
must equal 100%	Duties

Section IV: Decisions/Recommendations, Scope of Impact, and Consequences of Error

Instructions: Describe the major decisions and recommendations made by this position.

Major Decision/ Recommendation	Scope of Impact	Consequence

Section V: Contacts

Instructions: List the key persons or organizations with whom this position will have contact on a regular basis (both internal and external to Morgan State University), and the scope.

Key Person/ Department	Frequency (daily, weekly, monthly)	Scope (Decision making, scheduling, etc.)

Section VI: Physical Requirements

Instructions: List any physical demands related to this position such as walking for long periods of time, carrying heavy objects, etc.

Section VII: Equipment Used

Instructions: Please list the equipment that this position will use. Include machines, tools, and chemicals (if applicable).

Section VIII: Supervision Exercised

Instructions: List employees this role will supervise/lead as well as vacant roles.

Name (or list Vacant)	Their Job Title	Are they being Supervised or Lead?	Employee Type (Exempt, non-Exempt, Contractual, Student)	Does this person have supervisory / lead responsibilities? If yes, include titles.

Section IX: Role Requirements

Instructions: List the education, experience, and licensure required to perform the duties of the role.

Incumbant/Applicants must meet all required criteria, indicate the minimum amount needed to perform role. This information is also used for the job advertisement if the position is being posted.

EDUCATION (For *Non-Exempt Positions* – Refer to MSU Job Specifications)

Education Required:

Education Preferred:

EXPERIENCE (For *Non-Exempt Positions* – Refer to MSU Job Specifications)

Indicate number of years, one year of experience is equivalent to one year of working 40 hours per week; experience will be pro-rated for part time.

Experience Required:
Experience Preferred:

LICENSURE/ CERTIFICATIONS (For *Non-Exempt Positions* – Refer to MSU Job Specifications)

Licensure/ Certification Required:
Licensure/ Certification Preferred:

Section X: Signatures (Can also be submitted through DocuSign.)

	Name	Title	Signature	Date

Employee				
Immediate Supervisor/Manager				
Department Head				

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Approved Classification Title:
Collective Bargaining Status?   Included   Excluded   N/A
Excluded Reason:
Effective Date:
HR Signature:

Appendix D - MEMS Access Form

MORGAN STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES

MEMS Access Request Form

FOR EMPLOYEE REQUESTING ACCESS

First Name:
Last Name:
Email:
Phone:
Department:
Division:

Action Requested
- ○ Create Account
- ○ Modify/Upgrade Access
- ○ Remove/Lower Access
- ○ Deactivate Account

MEMS Access Group Level
- ☐ Initiator
- ☐ Applicant Reviewer
- ☐ Director/Dean
- ☐ Search Committee
- ☐ Department VP
- ☐ Budget Officer
- ☐ Other:

FOR SUPERVISOR

Supervisor Approval -
I concur with the access requested for the above employee.

Signature

Printed Name   Date

Please send completed form to Odunola.Osunji@morgan.edu

FOR HR ONLY

Approvers Name:
Date Received:

Access Approved ○
Access Denied ○
Date:

MEMS Account Number:
MEMS User Name Assigned:
Access Level Given:

Sent to the Department   Yes ○   No ○
Comments:

1700 E. Cold Spring Lane • Tyler Hall • Suite 505 • Baltimore, Maryland 21251-0001
Tel: 443-885-3195 • Fax: 443-885-1204

Appendix E - Job Posting Preparation Checklist

Pre -MEMS Preparation Checklist

Before initiating a job posting in Morgan's Employment Management System (MEMS), gather the following information and complete the tasks below:

- ☐ **Complete A MEMS Access Form** to gain access to MEMS (document Attached) (Check off the following categories: "Initiator & Applicant Reviewer") After access is granted, attend MEMS Training.

- ☐ **Position Description Form** on the proper template Link to - Position Description Form Template

- ☐ **Department Organization Chart**

- ☐ **PIN Number Required - If this is a brand new position, please complete a New Pin Justification Form via DocuSign to request for a PIN to be established. If this is a vacancy, use the PIN of the previous incumbent**

- ☐ **Contact the HR Total Rewards Manager to request a full compensation analysis for the positions your department is requesting to advertise**

- ☐ **Budget Code**

- ☐ **Funding Source** (Funded through multiple budgets or a single budget?)

- ☐ **Salary Amount**

- ☐ **Minimum Qualifications** (Eg. Education: Is a degree in a specific discipline required? Clarify: type of work experience & number of years.)

- ☐ **Direct Supervisor's Name/Job Title**

- ☐ **Previous Incumbent's Name, PIN & Date of position vacancy**

- ☐ **List of Search Committee Members (if this applies)**

- ☐ **List 3rd party websites that you would like to advertise the job postings within.** Please note: positions can only be advertised on other 3rd party websites, after it has been advertised on Morgan's Career Website first. This will ensure that all applicants are redirected to Morgan's Career Website to apply online.

If you have any questions or need further assistance, contact our Talent & Total Rewards Team at jobs@morgan.edu or 443-885-3195
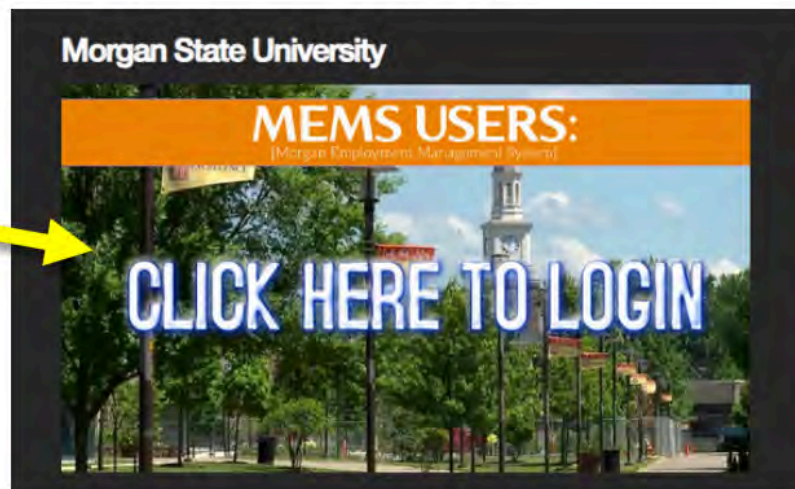
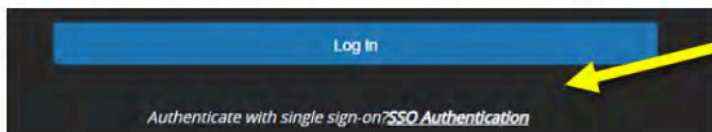# Search Committee Member Applicant Review

1. Log on to MEMS by using the Single-Sign-On (SSO) feature at: MEMS Login

Click on the image to log in as a search committee member with single-sign on:

Morgan State University

Click anywhere on the image to log in

MEMS USERS:
[Morgan Employment Management System]

CLICK HERE TO LOGIN

If you are unable to login by clicking on the image, you may need to click on the "SSO Authentication" link below the blue Log In button to connect the application back to the MSU single-sign-on platform.

Log In

Authenticate with single sign-on?SSO Authentication

Once you click on the SSO Authentication link, you will be redirected to the regular MSU login screen. Enter the same username and password you would normally use to login to your MSU profile.

As a final option if SSO is down, you can log in using your MEMS username and password (credentials) here:
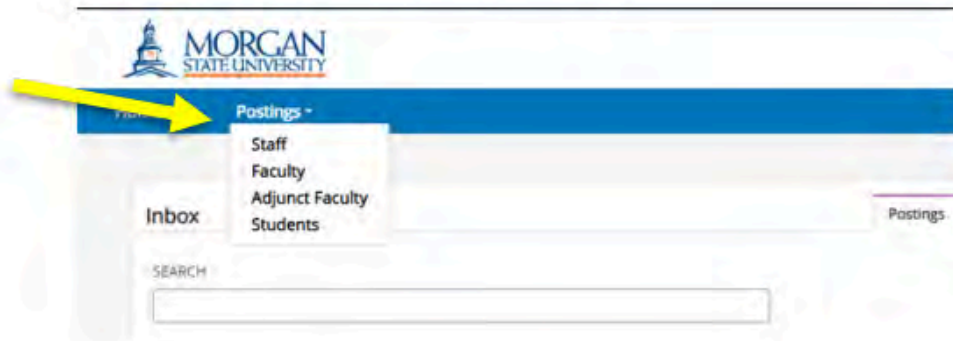
Guest / Other Users - Login below with the username & password used to apply:

Username

Password

Log In

NOTE: Your MEMS credentials are likely different than your Morgan credentials

2. In the upper right-hand corner in the user group category, click the drop-down box to change your role to "Search Committee Member".
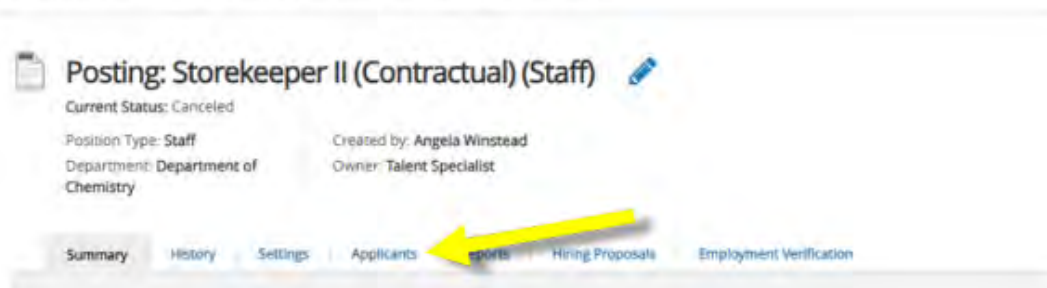

3. Click on the Postings drop-down menu and select the position type.

4. Select the position that you need to review.

Posting ID	Job Title	Active Applications	All Submitted Applications	Department	Division	Job Open Date	Job Close Date
1187	Assistant Professor of Business Law (Tenure Track)	1	15	Department of Business Administration	Divison of Academic Affairs	01/29/2018	04/30/2018
1289	Assistant Professor of Sociology (Tenure Track)	1	8	Department of Sociology	Divison of Academic Affairs	03/22/2018	05/17/2019
1390	Assistant to Chair and Lecturer	4	4	Department of Mathematics	Divison of Academic Affairs	05/01/2018	08/01/2019
1395	Theatre Arts Associate Professor	1	15	Department of Fine Arts Department	Divison of Academic Affairs	05/04/2018	07/20/2018
1406	Assistant Professor, Information Systems	16	18	School of Business	Divison of Academic Affairs	05/25/2018	09/24/2018
1558	Civil Engineering Open Rank/Tenure Track	10	55	Civil Engineering Department	Divison of Academic Affairs	01/24/2019	07/31/2019

5. Click on the "Applicants Tab" and review applications.

6. Click on the applicant's last name to view their application.

Applicant Last Name	Applicant First Name
King	Mike
Smith	Aaron
Evans-Blatche	Latoshia

Helpful Hint:
If you right-click the applicant's last name and select 'open link in a new tab', you can keep the full list of applicants easily available in the original tab.

7. Once in the application summary, you can review required documents and recommendations by navigating through the tabs.
(Only the documents required by the job post will populate in the documents tab)

Summary	Documents	Recommendations (1 of 5)	Supporting Documents	History	Reports	Employment Verification

> Resume

> Transcripts (unofficial)

> Curriculum Vitae

> Supporting Document

> Portfolio

> Statement of Teaching Philosophy

> Writing Sample

> Media File

> Cover Letter

> Statement of Interest

> Supporting Document

For any questions or issues with MEMS access please reach out to the following:

Staff Positions: jobs@morgan.edu
Faculty Positions: hr-academicaffairs@morgan.edu

Appendix G - Interview Questionnaire Form

Interview Question Form

Purpose: The purpose of this interview question form is to systematically evaluate candidates for a specific job role by eliciting detailed information about their qualifications, experiences, and suitability for the position. By standardizing the interview process and collecting consistent data, this form enables us to make fair and informed hiring decisions, ultimately ensuring that we select the most qualified individuals who align with our company's values and objectives.

Candidate Name:	
Position Title:	
Interviewer Name:	Date:

Scoring Rubric:

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #1:	
Notes:	1 2 3 4 5

1 – (low) Applicant does not describe skills or knowledge that would correlate to the responsibilities associated with this position.

2

3 – (avg) Applicant provides a general description of skills or knowledge but with few details or describes moderately effective correlation between skills/knowledge and the position.

4

5 – (high) Applicant describes skills and knowledge in great detail, including specifics of the situation that describes effective correlation into contribution to the operation.

Question #2:	
Notes:	**1** **2** **3** **4** **5**

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #3:	
Notes:	**1** **2** **3** **4** **5**

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #4:

Notes:	1
	2
	3
	4
	5

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #5:	
Notes:	1
	2
	3
	4
	5

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #6:	
Notes:	1
	2
	3
	4
	5

1 – (low) Applicant does not describe such an experience or describe ineffective behavior in the given situation.

2

3 – (avg) Applicant provides a general description of an experience but with few details or describes moderately effective behavior in the given situation.

4

5 – (high) Applicant describes an experience in great detail, including specifics of the situation or describes effective behavior in the given situation.

Question #7:	
Notes:	**1** **2** **3** **4** **5**

Total Points: _____

Appendix H - Reference Check Form

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AFTER COMPLETION, ADD THIS FORM TO THE RECRUITMENT FILE

Candidate's Name: _____
Position candidate applied for:_____
Reference Check provided by: (Full Name) _____ _____
Title: _____
Department: _____
Phone Number: _____ Email: _____
Date: _____

PROFESSIONAL REFERENCE QUESTIONS:

1. What is the nature and length of your relationship with the candidate?
_____

2. Do you think the candidate would be a good fit for the_____ position for which they are applying? (If no or yes, please explain your
thoughts)_____
_____
_____
_____

3. What was his/her title and can you briefly describe some of his/ her previous job duties and responsibilities?
_____
_____
_____

4. Why did he/she leave the position?
_____

5. Did he/ She supervise anyone and if so, how many?
_____

6. Would you rehire this candidate if they wanted to return?
_____
_____

Appendix I: Search Committee Member Confidentiality Terms & Conditions

Search Committee Member Confidentiality Terms and Conditions

As a member of the Search Committee, you will have access to confidential and sensitive information throughout your participation in the search process. This information must be handled with the utmost discretion and may not be disclosed to unauthorized parties.

Additionally, as you have agreed to be a Member of the Search Committee for the above-referenced position, you must adhere to the following terms and conditions:

Confidential Information: Understand that the information you access as a search committee member, including candidate resumes, applications, interviews, deliberations, and discussions, is confidential.

Non-Disclosure: Refrain from disclosing, discussing, or sharing any confidential information related to the selection process with individuals outside the search committee or those not explicitly authorized to receive such information. Furthermore, do not discuss or disclose information related to the selection process with any applicants or candidates interested in the position.

Use of Information: Use of this information is solely to evaluate candidates and make recommendations to the Search Committee Chair or Hiring Manager.

Retention of Records: Take all necessary precautions to securely store any physical or digital records related to the search committee's work, per the OHR's Procedures, and submit all related documents and notes to the Office of Human Resources upon completion of the search.

Conflict of Interest: Promptly notify the Search Committee Chair [or Designated Contact Person] of potential conflicts of interest that could compromise the integrity of the search process. A conflict of interest refers to a situation in which an individual or entity is involved in multiple interests, and fulfilling one interest could compromise the other, such as when an individual's personal relationships, financial interests, or external affiliations could potentially influence their professional judgment or actions.

Legal Compliance: Adhere to all applicable federal, state, and local laws and regulations concerning the confidentiality of candidate information, including data protection and privacy laws.

Policy Compliance: Adhere to MSU Board of Regents policies including, but not limited to, the Nondiscrimination Policy, Policy of Employment of Members of the Same Family, and any other applicable University policies and procedures.

Appendix J: Strengths & Weaknesses Form

MORGAN STATE UNIVERSITY

Strengths & Weakness Evaluation Form

Purpose: The purpose of this form is to identify and understand a candidate's strengths and weaknesses to align their skills and attributes with the specific requirements of the job. **The Search Committee Chair must complete this form for each Candidate interviewed.**

Please contact the Talent Team via jobs@morgan.edu for any additional questions or guidance.

Search Committee Chair's Name:	
Date:	
Position Title:	
Candidate's Name:	

Identify Candidate's Strengths: *Strengths refer to positive attributes or qualities that enhance the success and effectiveness of the candidate. These may include a range of characteristics, skills, or assets that positively distinguish someone as a desired candidate.*

Identify Candidate's Weaknesses: *Weaknesses refer to a characteristic, attribute, or aspect that identifies a limitation, deficit, or vulnerable area of the candidate. These weaknesses are a factor capable of impeding performance, effectiveness, or overall success.*

Appendix K: Interview Summary Sheet (Search Chair Only)

	Interview Summary Sheet (Search Chair Only)					
Search Chair Name:		**Posting ID #:**		**Instructions:** The Search Chair shall use this document to record the overall scores from each Search Committee Member for each candidate interviewed. The notes section may be used to document the committee's recommendations for advancing candidates to the next phase of the search process. All notes should be job-related in nature.		
Position Title:		**Date:**				
#	**Candidate Name**	**Search Committee Member #1**	**Search Committee Member #2**	**Search Committee Member #3**	**Search Committee Member #4**	**Applicant Screening Total Score**	**Notes**
1						0	
2						0	
3						0	
4						0	
5						0	
6						0	
7						0	
8						0	
9						0	
10						0	
11						0	
12						0	
13						0	
14						0	
15						0	

- **Appendix L**
  - **Reviewing & Processing Applications**

MEMS Quick Review Guide - Reviewing & Processing Applications

Step 1: Log on to the Morgan Employment Management System (MEMS)by using the Single-Sign-On (SSO) feature at: https://morgan.peopleadmin.com/hr

Click on the image **"Click Here to Login"** to access MEMS

If you are unable to log in by clicking on the image, you may need to click on the "SSO Authentication" link below the blue login button, to connect the application back to the MSU single-sign-on platform. Once you click on the SSO Authentication link, you will be redirected to the regular MSU login screen. Enter the same username and password you would normally use to log in to your MSU profile.

Step 2. In the upper right-hand corner in the "User Group" category, click the drop-down box to change your role to "Applicant Reviewer".

User Group:

Applicant Reviewer

Step 3: Click on the "Postings" drop-down menu and select **"Staff" or "Faculty".** Then select the position that you need to review. This action will fully display the job posting details.
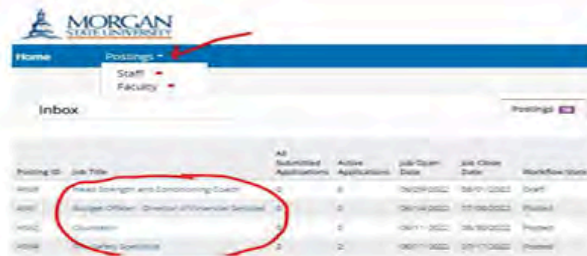
Step 4: In the middle of the page there are five tabs: Summary, History, Applicants, Reports and Hiring Proposals. **Click on the "Applicants Tab" and review applications.** All applicants that apply for the position will list under the Applicant's Tab.

Posting: Budget Officer - Director of Financial Services (Staff) Edit

Current Status: Posted

Position Type: Staff
Department: Dean Comput,
Math, & Natural Science

Created by: Cleo Hughes Darden
Owner: Talent Management
Coordinator

| Summary | History | Settings | Applicants | Reports | Hiring Proposals | Employment verification |

Step 5. Click on the last name of each applicant in order to open their application.

"APPLICATION BY LAST DATE" 3

	Applicant Last Name	Applicant First Name
☐	King	Mike
☐	Smith	Aaron
☐	Evans-Blatche	Latoshia

Processing Applications in MEMS
Step 6. Once a decision is made regarding the applicant, process the application by changing the status. On the upper right-hand side of each application an orange button that states "Take Action on Job Application" will appear. Hover your mouse over the orange box and take Action on Job Applicant.

Take Action On Job Application ▾

Keep working on this Job application

WORKFLOW ACTIONS

Select (move to Interviewed)

Not Interviewed, Not Selected (move to Not Interviewed, Not Selected - HR)

Selecting Applicants to Interview

If the Search Committee has decided to interview an applicant, click on the "Take Action on Job Application" button on his or her application and select INTERVIEWED", then submit.

Faculty only - If you are processing faculty applications, move the applications of the individuals that the Search Committee plans to interview to interview to "short list" status.

FYI: MEMS doesn't include a feature to schedule interviews through the system.
Please reach out to the candidates to schedule interviews.

Rejecting Applications in MEMS

For applicants who aren't selected for the position move their applications to the status of "Not Interviewed, Not Selected".

If an applicant has been interviewed, but not selected change the status of their application to "Interviewed, Not Selected".

Once this action is taken, applicants who were not selected will receive an automatic email from MEMS. This email will thank the applicants for applying and inform them that they were not selected for the position.

Recommending a Candidate for Hire

For the final candidate(s) that you are interested in moving forward through the hiring process, select "RECOMMEND FOR HIRE" on their applications in MEMS. This action will notify HR about the final candidate. Then a member of our HR Talent Team will send a HireRight Link to the candidate to start the Background Check Process. When the background Check Process is completed, your department will receive a notification email from HR regarding the next steps.
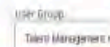
Always keep this information in Mind

*Please ensure that you have taken action on all applications of the applicants who were not selected for the position. It is recommended that you have a second choice candidate, just in case the first selected candidate declines the position. Leave your **second choice candidate's** application in "Interviewed Status".

*Candidates only receive automatic customized responses from MEMS, when departments process their applications and move applications to the status of "Not Interviewed, Not Selected" or "Interviewed, Not Selected".

*You can click the next button in the upper right-hand corner to transition to the next application.

Recruitment Questions: Contact the Talent & Total Rewards Team at Jobs@morgan.edu **MEMS Technical Assistance:** Contact – HRIS@morgan.edu Office Telephone Line: 443-885-3195

- **Appendix M**
  - **Search Committee Member MEMS Login Instructions**

Search Committee Member Applicant Review

1. Log on to MEMS by using the Single-Sign-On (SSO) feature at: MEMS Login

Click on the image to log in as a search committee member with single-sign on:

Click anywhere on the image to log in

If you are unable to login by clicking on the image, you may need to click on the "SSO Authentication" link below the blue Log In button to connect the application back to the MSU single-sign-on platform.
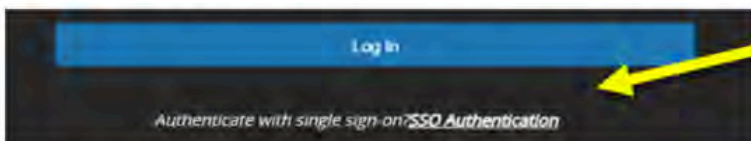
Once you click on the SSO Authentication link, you will be redirected to the regular MSU login screen. Enter the same username and password you would normally use to login to your MSU profile.
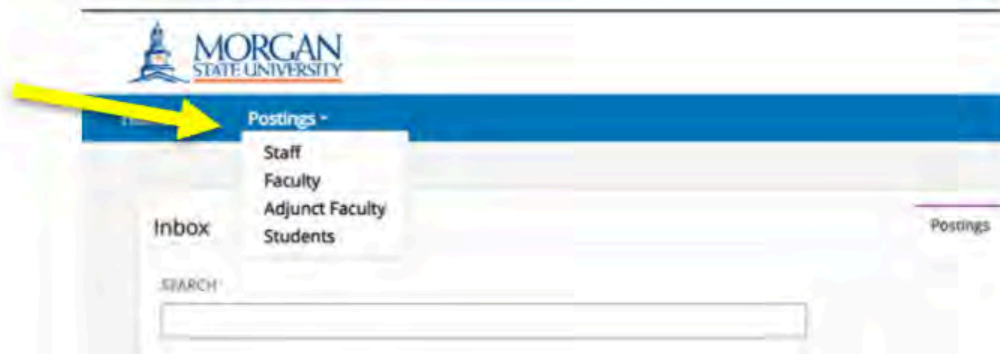
As a final option if SSO is down, you can log in using your MEMS username and password (credentials) here:

NOTE: Your MEMS credentials are likely different than your Morgan credentials

2. In the upper right-hand corner in the user group category, click the drop-down box to change your role to "Search Committee Member".

3. Click on the Postings drop-down menu and select the position type.

4. Select the position that you need to review.

Posting ID	Job Title	Active Applications	All Submitted Applications	Department	Division	Job Open Date	Job Close Date
1187	Assistant Professor of Business Law (Tenure Track)	1	15	Department of Business Administration	Divison of Academic Affairs	01/29/2018	04/30/2018
1289	Assistant Professor of Sociology (Tenure Track)	1	8	Department of Sociology	Divison of Academic Affairs	03/22/2018	05/17/2019
1390	Assistant to Chair and Lecturer	4	4	Department of Mathematics	Divison of Academic Affairs	05/01/2018	08/01/2019
1395	Theatre Arts Associate Professor	1	15	Department of Fine Arts Department	Divison of Academic Affairs	05/04/2018	07/20/2018
1406	Assistant Professor, Information Systems	16	18	School of Business	Divison of Academic Affairs	05/25/2018	09/24/2018
1558	Civil Engineering Open Rank/Tenure Track	10	55	Civil Engineering Department	Divison of Academic Affairs	01/24/2019	07/31/2019

5. Click on the "Applicants Tab" and review applications.

Posting: Storekeeper II (Contractual) (Staff) 🖉

Current Status: Canceled

Position Type: **Staff**
Department: **Department of Chemistry**

Created by: **Angela Winstead**
Owner: **Talent Specialist**

Summary   History   Settings   Applicants   ports   Hiring Proposals   Employment Verification

6. Click on the applicant's last name to view their application.

Applicant Last Name	Applicant First Name
King	Mike
Smith	Aaron
Evans-Blatche	Latoshia

Helpful Hint:
If you right-click the applicant's last name and select 'open link in a new tab', you can keep the full list of applicants easily available in the original tab.

7. Once in the application summary, you can review required documents and recommendations by navigating through the tabs.

(Only the documents required by the job post will populate in the documents tab)

Summary	Documents	Recommendations (1 of 5)	Supporting Documents	History	Reports	Employment Verification

> Resume

> Transcripts (unofficial)

> Curriculum Vitae

> Supporting Document

> Portfolio

> Statement of Teaching Philosophy

> Writing Sample

> Media File

> Cover Letter

> Statement of Interest

> Supporting Document

For any questions or issues with MEMS access please reach out to the following:

Staff Positions: jobs@morgan.edu
Faculty Positions: hr-academicaffairs@morgan.edu