



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