

Applying for Classified Positions...

Hourly (classified) positions at Miami University are posted for 3 or 5 days. There are several ways to apply.

Applicants may apply by accessing the Personnel Web page (www.muohio.edu/personnel/) or by clicking on "Employment at Miami" on the Miami University home page.

Applicants are also able to apply for positions in person in the Personnel Office in Oxford, on the Hamilton or Middletown campuses, or by faxing or mailing signed copies of applications to the Personnel Office.

Applicants must apply for *each* position in which they are interested, and only those positions that are posted. Applications will not be accepted for positions that are not currently open and posted as such.

Applications must be filled out completely and accurately front and back, with the applicant's signature at the bottom. (Electronic applications to be signed upon hiring.)

Once an application is received in the Personnel Office, it is forwarded to the appropriate hiring department. If the position applied for is a civil service tested position, the appropriate test must be taken and a passing score received before the application is forwarded.

The department receives and reviews the applications. Based on the information the applicants provide, the department decides who will be interviewed and contacts the Personnel Office. *If you are a current or former Miami University faculty or staff member, a hiring department supervisor will review your personnel file before making a final hiring decision.*

The Personnel Office is responsible for setting up interviews with the applicants and the department. All applicants (internal and external) are considered equally in the decision-making process.

Once the interview process has begun, the department has the option to request no more applications be accepted. Most departments will accept applications until the position is filled, while some will not take applications after the original posted days. If a department has requested no more applications be forwarded or have begun the interview process, the position will be designated "pending" on the job opening lists and on the web, and the ability to apply on-line will be eliminated.

After the interview process has been completed, the department will advise the Personnel Office of the candidate selected.

The Personnel Office will offer the chosen candidate the position. Once the offer has been accepted, the Personnel Office will notify all other applicants by letter that the position has been filled.

All applications will be kept on file for one year. Applications and resumes that have not been updated or used to apply for a vacancy within one year will be removed from the Personnel Office files.

All passing test scores will be kept on file for one year. After one year, the applicant must retake the necessary test in order to be considered for any positions requiring that test.

Applying On-Line

- ❖ If you choose the on-line system, you will complete a master employment application that you can save, re-use, and edit each time you apply. In addition, you are able to review all open jobs for which you have applied *on-line* by logging into "My Account".

- ❖ If you are currently a faculty or staff member of Miami University and opt to use the on-line system, you will be prompted for your unique ID and password (Munet/Novell password). If you do not know this information, contact the MCIS Support Desk at (513) 529-7900 or access the link on the Personnel web page.
- ❖ If you are *not* a current Miami employee, you will need to register for an account and the system will guide you through that process.
- ❖ Once you have applied for a position on-line, you will be sent an email verifying receipt of the application. It is important that you verify your email address prior to submitting an application, as an incorrect email address may delay your application being considered.
- ❖ Please read the on-line instructions carefully. Fill in the application completely and accurately.

DISCLAIMER: The on-line application serves as a convenience. Should the transmission and acceptance of your application not be possible due to technical problems, you will need to apply through another method (mail, fax, or drop off in-person).