

## **POLICY MANUAL**

### **CHAPTER 6 - HUMAN RESOURCES POLICIES**

#### **6.21 RECRUITMENT AND SELECTION POLICY**

##### **PURPOSE:**

To provide recruitment and selection guidelines for all employees and organizational units of the Mississippi Lottery Corporation (“MLC”).

##### **POLICY:**

Recruiting and selection for all full-time, part-time, and temporary employees is centralized in the MLC Human Resources department. The MLC strives to hire the most capable and experienced candidates in an expedient manner, adheres to all federal and state laws and is an EEO (Equal Employment Opportunity) employer.

##### **PROCEDURE:**

###### **PLANNING:**

*Amended 11/16/21*

- A. The posting of all vacancies, whether regular or temporary, require the approval of the MLC President, departmental Vice President, and the Vice President of Human Resources before posting.
- B. Upon receiving required approvals, Human Resources meets with the hiring manager to review the job description, qualifications, requirements, salary range, recruiting sources and job posting language, as well as timing and strategy.

*Amended 11/16/21*

- C. Vacancies may be posted externally, internally, or externally and internally, or, in cases of business necessity, not at all. External posting will be posted at minimum on the MLC website along with how to apply.

###### **RECRUITING:**

- A. Most vacancies will be posted internally for a minimum of seven (7) days. In cases of business necessity, a job might not be posted internally or might be posted internally for fewer than seven (7) calendar days, however, this requires the approval of the President.
- B. The hiring manager and Human Resources, with the approval of the MLC President, will decide whether a job should be posted externally and for how long.
- C. Employees may check the MLC website under “Career Opportunities” to be made aware of any current openings at the MLC.
- D. All candidates for employment, whether external or internal, must submit a resume’ through email at [opportunities@mslot.org](mailto:opportunities@mslot.org) or MLC’s website at [www.mslotteryhome.com](http://www.mslotteryhome.com).

- E. All candidates who submit a resume' will receive an emailed acknowledgement of receipt.
- F. The MLC does not accept unsolicited applications; all submissions must be in reference to an actual job opening.

#### SCREENING:

- A. Human Resources will conduct an initial pre-screen of resumes for consideration by the hiring manager. Resumes will be reviewed until there is a sufficient pool of candidates available for consideration.
- B. Human Resources will provide qualified applicant resumes to the hiring manager for review. The hiring manager, in concurrence with Human Resources, may narrow the number of applicants for interviews based on experience, skill set, and job requirements of the position. Human Resources will schedule the interviews and notify all applicable parties, including security, of date and time.
- C. Internal candidates who are not selected for an in-person interview will be afforded the opportunity to meet with Human Resources to discuss their application, the position, and career interest.
- D. While all applicants will receive an acknowledgement of resume' receipt, the MLC does not commit to interviewing all applicants.

#### INTERVIEWING:

- A. Hiring managers may choose to conduct initial phone screens with qualified candidates for purposes of clarifying qualifications to determine experience.
- B. Hiring managers may choose to proceed directly from screening applicants to in-person interviews.
- C. Human Resources works with the hiring manager to develop and approve phone screen and/or interview questions. All MLC Evaluation Candidate Form are submitted to Human Resources once a candidate is selected.

#### SELECTION:

- A. The hiring manager submits the Offer Request form to Human Resources including rationale for the recommendation and suggested hiring rate of pay in accordance with the job classification and salary ranges approved by the board of directors.

*Amended 11/16/21*

- B. Once all aspects of the decision process have been approved by the applicable Director and/or Vice President, the hiring manager submits the required Candidate Offer Form to Human Resources. Human Resources obtains final approval for the hire from the MLC President.

- C. Human Resources contacts the candidate with a job offer contingent upon a successful drug screening and background screening, including fingerprints. Certain employees as specified in the Alyce G. Clarke Mississippi Lottery Law will be subject to a background investigation conducted by the Department of Public Safety. All division heads and officers must file a Statement of Economic Interest annually with the Mississippi Ethics Commission.
- D. If a contingent offer is not accepted or the recommended candidate does not successfully complete the drug and/or background screening process, the hiring manager may either recommend one of the previously interviewed candidates, interview additional candidates or request Human Resources re-post the position.
- E. Internal candidates not selected for the position are invited for a feedback discussion with the hiring manager and/or Human Resources.

**POST SELECTION:**

- A. Once the candidate has cleared the drug/background screening process, Human Resources notifies the candidate and begins the onboarding process.
- B. Candidates not selected are notified via email.