

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.

Amended 02/21/23

- B. Once approved, Human Resources and the hiring manager will review the job description, qualifications, requirements, salary range, recruiting sources and job posting language, as well as timing and strategy.

Amended 11/16/21; Amended 02/21/23

- C. Vacancies may be posted externally and/or internally, or, in cases of business necessity, not at all. External postings will typically be posted on the MLC website.

Amended 02/21/23

RECRUITING:

- A. Most vacancies will be posted for a minimum of seven (7) days. In cases of business necessity, a job may be posted for fewer than seven (7) calendar days; however, this requires the approval of the President.
- B. In order to be considered for an available opportunity, all candidates, whether external or internal, should apply by submitting a resume’. This may be done through email at opportunities@mslot.org, MLC’s website at www.mslotteryhome.com, or in some cases, through the application process of an external job board where the opportunity has been posted.

- C. The MLC does not accept unsolicited applications; all submissions must be in reference to an actual job opening.

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SCREENING:

- A. Human Resources will conduct an initial pre-screen of resumes for consideration by the hiring manager.
- 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.
- 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.

Amended 02/21/23

INTERVIEWING:

- A. All candidate interactions including but not limited to initial phone screens and interviews will be conducted in a professional manner and in accordance with our internal policies as well as federal and state law. Human Resources can provide guidance and resources as necessary.
- B. Hiring managers may choose to conduct initial phone screens with qualified candidates for purposes of clarifying qualifications to determine experience.
- C. Hiring managers may choose to proceed directly from screening applicants to in-person interviews.
- D. Hiring managers should use the MLC Candidate Evaluation Form as a tool to assist in the selection process. The MLC Candidate Evaluation Form of the selected candidate should be submitted to Human Resources along with the Offer Request Form.

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SELECTION:

- A. When a candidate has been selected, an Offer Request Form should be submitted to Human Resources. Once the offer has been approved by the MLC President or designee, the offer will be extended to the candidate. The selected candidate will be given up to five days to consider the offer of employment. Extensions may be granted when circumstances warrant. Failure of a candidate to respond within the specified time frame to either accept the offer or request an extension will result in withdrawal of the employment offer.

- B. All offers are contingent upon a successful background screening. All candidates are subject to a pre-employment drug screening and criminal background check to be initiated upon acceptance to an offer of employment. Other background checks such as Motor Vehicle Records check may be required for positions requiring motor vehicle operations. All division heads and officers must file a Statement of Economic Interest annually with the Mississippi Ethics Commission. Failure to complete the background screening process in a timely manner may result in withdrawal of the employment offer.
- C. If an offer is not accepted or the selected 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.
- D. Internal candidates not selected for the position are invited for a feedback discussion with the hiring manager and/or Human Resources.

Amended 02/21/23

POST SELECTION:

Once the candidate has cleared the drug/background screening process, Human Resources notifies the candidate and begins the onboarding process.