MICHIGAN STATE UNIVERSITY | Human Resources **OPEN RANK TIPS**

Faculty/Academic Staff Forms Open Rank Hiring Tips

How to change the rank or position when hiring from an open rank posting?

If you submitted and Academic Position Request form to post a position at more than one rank or position. You will be prompted to click the open rank box at the time the position is created.

After the search process has been completed for the posted position, you can submit the form to put the selected candidate into the posted position. When you are ready to create the form, you may need to change to a lower rank or position than the one being displayed after you enter the position number. The change to the rank or position must be made before you get to the Hire form. After the position attributes are displayed, you must click the small box next to the Job Title to select the correct job code for the rank or position that you desire.

You cannot select a higher rank or position than was advertised. If the job you are looking for is not available, contact Academic Operations.