



OFFICE OF HUMAN RESOURCES
One University Way, Modular 107
San Antonio, Texas 78224
Phone: (210) 784-2058



| Question | Answer |
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| 1. Are there policies I have to follow regarding searches? | Yes, there are A&M System policies and A&M-San Antonio Rules and Procedures. They can be found on the following link: http://www.tamusa.edu/compliance/rulesandprocedures.html <ul style="list-style-type: none"> • System Regulation 33.99.01, Employment Practices • A&M-San Antonio Guideline 33.99.01-G1, Employment and Hiring Practices for Staff • A&M-San Antonio Procedure 33.99.01.00.02, Employment and Hiring Practices for Faculty |
| 2. Do interview/search committees have to go through training prior to starting the review process? | Yes, the A&M System requires the completion of Effective Hiring Practices which is found in TrainTraq. Contact Patti Morgan (patricia.morgan@tamusa.edu ; ext. 2054) if you have further questions regarding this training requirement. |
| 3. Must interview committees be diverse? | It is recommended that all interview committees be diverse if possible. Diverse interview committees are more welcoming to diverse candidates and they provide varying viewpoints which will assist in hiring the best candidates. |
| 4. Is there information I can review prior to reading through applications and prior to starting the interview process? | Yes, Human Resources developed a Recruitment Packet which contains information to assist you during the process. The Recruitment Packet contains: Hiring checklist(s), sample of interview matrix, suggested interview questions, subjects and topics to avoid, Texas State Bill 805 (veteran’s employment preference), interview question template, reference check template and summary of benefits to hand to each interviewed candidate. (We suggest that all matrices have a key explaining the scoring process.) |
| 5. Do interview questions have to be job related? | Yes, interview questions must be job related. |
| 6. Who do I contact to make hotel and/or flight arrangements for out-of-town candidates? | For faculty interviews, contact your department or dean’s administrative assistant. |
| 7. How many employees are required to pick a candidate up from the airport and/or hotel? | There are no requirements. |
| 8. Do we have to send the same employee to pick up all the candidates for a position from the airport and/or hotel? | No, the same university employee does not have to pick up all the candidates. |
| 9. Can interviews be skyped? | Yes, interviews can be skyped. |

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| 10. Can interviews be recorded? | Yes, interviews can be recorded for interview committee members who aren't able to attend in-person and/or skyped interviews. (Candidates need to be notified that they are being recorded.) |
| 11. As an interview committee member, am I allowed to participate in the scoring on candidates even if I can't attend all the in-person interviews? | Yes, interview committee members can participate in the scoring as long as they attend the in-person, skyped and/or recorded interviews for all the candidates selected for interviews. Although scoring will not be counted of interview committee members who are not able to attend one of the three options mentioned above, they are able to attend interview committee meetings and are highly encouraged to voice their opinions. |
| 12. Do candidates for a job have to be asked the same interview questions? | Yes, all candidates for a specific position must be asked the same questions however follow-up questions are allowed. |
| 13. Do I have to interview candidates multiple times? | No, you are not required to interview candidates more than one time however it might provide you with additional data to base your hiring recommendation on if additional interviews are held. For example, you might first interview candidates by phone to narrow the candidates down, next you might hold in person interviews or skype interviews to further narrow the candidates down, next you might take the final one or two candidates to lunch so you have a more relaxed atmosphere for further discussions. |
| 14. Can different search committee members be used for only one portion of the search such as one or more committee members are responsible for the phone interviews to narrow down candidates to forward for the on campus/skype interviews? | Yes, committee chairs can structure committees to fit the needs of the committee members. |
| 15. Do we have to interview a veteran? | Yes, based on Texas State Bill 805, Veterans Preference, search committees are required to interview veterans who meet the minimum qualifications of the posted position. Committees must interview at least one veteran if interviewing less than 6 candidates. If interviewing 6 or more candidates, at least 20% of the interviewed applicants must qualify for veterans' preference. |
| 16. Am I required to interview individuals that applied for a position who qualify for veterans' preference even if they don't meet the minimum qualifications of the position? | No, you are only required to interview the number of candidates mentioned in #15 if they meet the minimum qualifications . |
| 17. For faculty searches, do we have to complete both checklists? | Yes, the Provost Office supplies a checklist to be completed and turned in with the hiring file. |

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| <p>18. How many references are required by HR for the hiring file? What if we can't get managers/supervisors to give a reference? Do the references have to be completed prior to the candidate being interviewed?</p> | <p>For faculty positions – The Provost Office recommends that letters of reference are checked prior to conducting on-campus interviews, and requires that they be checked prior to a final recommendation for hire. If you need further clarification, please contact Joni Foster (joni.foster@tamusa.edu; ext. 1200).</p> <p>For staff positions – 2 references are required. References are typically checked after the interview process. They can be used as a scoring tool (not required) if two or more candidates are being considered for the position and the reference may be the deciding factor. More than 2 references can be checked if desired or if you feel you need further information. Preference for references are managers/supervisors, but co-workers can be used if you are unable to locate a manager/supervisor.</p> |
| <p>19. Are we required to give the Summary of Benefits to all candidates we interview on campus?</p> | <p>Yes, we are required by federal law to provide candidates that attend on-campus interviews information on where to locate the Notice of Annual Security and Fire Safety Report (ASR). This federal mandate is required by all institutions of higher education that participate in the federal student financial aid program. (The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act.)</p> |
| <p>20. When a hiring decision has been made, what documentation do I have to turn in and where do I turn it in?</p> | <p>For Faculty positions – When turning in your hiring file to the Office of the Provost it should include telephone/interview forms, reference checks, Provost checklist completed, matrix, and applicant information such as application, cover letter, and CV.</p> <p>For Staff positions – When turning in your file to the Office of the Human Resources it should include telephone/interview forms, reference checks, matrix, and applicant information such as application, cover letter, and resume.</p> |
| <p>21. Are we allowed to answer questions from the candidates or are we only allowed to ask the identified interview questions?</p> | <p>Yes, you are allowed to ask follow up questions and you are allowed to answer questions from the candidates.</p> |
| <p>22. Do we have relocation and university specific documentation that can be shared with the interviewed candidates?</p> | <p>Yes, Recruiting Packets are available in Human Resources and the Provost Office. Packets include university information, area information, dual-career tools, benefits, school district data, etc.</p> |
| <p>23. Is there assistance if I have questions about the interview process?</p> | <p>Yes, the Provost Office and the Office of Human Resources is available to assist you with your questions: Alicia Barthel: Alicia.barthel@tamusa.edu ext. 2052 Patti Morgan: Patricia.morgan@tamusa.edu ext. 2054 Martha Gonzalez: Martha.gonzalez@tamusa.edu ext. 2059 Joni Foster: Joni.Foster@tamusa.edu ext. 1200 (For Faculty positions)</p> |