GENERAL INFORMATION:
This guideline is written in accordance with System Regulation 33.99.01, Employment Practices, and establishes the process used for the university’s staff hiring processes. This guideline does not cover positions that require faculty or student status.

1. The hiring manager and search committee members are required to complete the TrainTraq training: Effective Hiring Practices (course # 2111264) prior to application screenings.
2. Search committees of two or more should be utilized when filling staff positions. The committee should include members who are appropriately qualified to recommend a final candidate.
3. It is highly encouraged that the committee members attend a training session conducted by the HR department prior to beginning the review process. HR will provide the hiring manager with a Recruitment Packet containing detailed instructions and helpful information, including the university-approved Staff Hiring Checklist. The hiring manager should use the Staff Hiring Checklist as a guide through the recruitment process.
4. Selection and hiring decisions are based on job-related factors such as education, experience, knowledge, skills, abilities, licenses/certifications, reference checks, performance in prior jobs and best university fit (examples not limited to: enthusiastic about the position and working at TAMU-SA, same goals as the university and/or department, communication techniques consistent with department needs, history of exhibiting core values of the university). A protected status or classification such as race, color, sex, religion, national origin, age, genetic information, veteran status, or disability shall not be the basis for a hiring decision.
5. At the request of the hiring vice president, with approval from university president, certain positions will not always require using other university or similar criteria as a baseline salary. In these instances comparables may come from other sources such as nonprofits, corporations, etc.

POSITION MANAGEMENT REQUEST FORM:
1. The hiring manager completes the Position Management Request form, attaches an updated or new Position Description and an updated departmental organization chart. HR will process requests to create positions and/or backfill vacancies once the Position Management Request form is received with appropriate approvals.
2. HR will work with the hiring manager and assist when a new classification title or title code is required. If the proposed position description’s (PD) roles/responsibilities for the position do not match a budgeted/requested salary offer amount, HR will provide the hiring manager modification to achieve alignment. Based on agreed PD alignment with salary, HR will establish the position’s FLSA status and recommend a salary offer range.
3. If the amount of salary to be offered by the hiring manager is above the upper range of the HR-recommended salary range, a “Salary Offer Exceeding Recommended Range and Approval” form will be initiated by HR and completed and signed by the respective Executive Team VP/AVP.
4. If the amount of salary to be offered by the hiring manager is greater than the amount approved in the university budget as recognized by the Comptroller, the hiring manager must identify adequate budget dollar resources to cover the difference, secure prior approval from the Comptroller, and will fill out and sign a Salary Offer Exceeding Recommendation Range & Approval Form for the file.

5. If there are any unresolved issues related to PD wording or salary offer amounts that cannot be agreed to by the respective Executive Team VP/AVP and Director of HR, the Chief of Staff will be consulted. Final resolution requiring the attention of the full Executive Team will be referred by the Chief of Staff and respective Executive Team VP/AVP.

JOB POSTING:
1. INTERNAL RECLASSIFICATIONS AND TRANSFERS: Some positions may be filled internally by reclassifying or transferring a qualified TAMU-SA employee and as such do not require a job posting. Refer to TAMU-SA Procedure 33.99.04.O0.01 Reclassifications and Transfers of Non-Faculty Employees for details on reclassifications and transfers.

2. TAMU-SA ONLY POSTINGS: At the supervisor’s discretion, when qualified applicants are available within TAMU-SA, job postings may be limited to current employees of the university and only posted for internal applicants for five (5) business days on the Texas Workforce Commission’s website and on the university’s online employment site.

3. EXTERNAL POSTINGS: The hiring manager may choose to post a vacancy until filled or for a finite amount of time. However, when an external posting is required, staff vacancies must be posted for at least five (5) business days. They will be posted on the university online employment site, the Texas Workforce Commission, the A&M System Wide job board, and HigheredJobs.com (for exempt positions). Re-postings will be at the discretion of the hiring manager.

4. OTHER ADVERTISING: Departments may use additional advertising venues at the department’s cost. All external advertisements must include the university’s EEO/AA statement. Send a copy of all external advertisements to HR for inclusion in the hiring file.

5. POSTING OF SALARY: The hiring manager determines if the starting salary or the term “competitive” will be listed in the job posting.

SELECTION:
1. The hiring manager/search committee will develop set criteria for screening and selection using a hiring matrix. See the Recruitment Packet for detailed instructions.

2. The hiring manager is responsible for updating PeopleAdmin to include the identification of candidates who do not meet minimum requirements of the position based on application details by selecting an inactive status and assigning a reason that they were not selected for further review.

3. All interviewed applicants must meet the necessary qualifications of the position. For a better screening process, it is recommended to interview at least three qualified candidates.

INTERVIEWS:
1. The hiring manager/search committee must create a pre-determined set of interview questions. Questions should remain consistent through each round of interviewing. Interviews should include the same search committee members through each round.
2. The hiring manager/search committee should determine the number of interview rounds before interviewing, including a telephone screen if needed. Compare the results of each interview to the job requirements and other predetermined criteria.
3. The hiring manager/search committee may choose to interview the selected candidates in-person, telephone, Skype, or by using other resources.

REFERENCE CHECKS:
1. The hiring manager must verify references, previous employment, and other job related requirements on the final candidate before a job offer is made. Employment references are critical in the selection process. Where possible, the hiring manager should obtain at least two (2) professional references such as a former or current supervisor.

JOB OFFERS:
1. The hiring manager submits all selection documentation, including decision matrix, interview questions and responses, reference checks, and any other correspondence not found in the university online employment site to the HR department for review. The hiring manager should confirm the offered starting salary with HR prior to communicating with the selected candidate.
2. HR will review the selection documentation and verify all steps have been completed.
3. The hiring manager may choose to make an unofficial offer of employment after HR reviews the selection documentation. The hiring manager notifies HR of the candidate’s acceptance.
4. HR will complete the contingent official offer of employment notification letter and will send the letter to the selected candidate along with the Background Check Authorization form and the Degree Verification Authorization form (if applicable). Job offers are contingent upon acceptable completion of a criminal background check and verification of the degree if applicable.
5. Foreign nationals may only be employed in accordance with System Regulation 33.99.09, Employment of Foreign Nationals.

BACKGROUND CHECKS:
1. HR processes the background check and may review the results with UPD, the appropriate VP, and/or other authorized officials in accordance with 33.99.14 Criminal History Record Information-Employees and Applicants.
2. Anyone who refuses to sign the Background Check Authorization form will be ineligible for employment.

DEGREE VERIFICATIONS:
1. HR processes the degree verification for a position if a degree of higher education is a requirement outlined in the position description using a third-party agency authorized to obtain student records. If the third-party agency is unable to retrieve degree information or if we must validate hours of completion as required by the position description, an applicant must supply official transcript records from the accredited college or institution attended to HR.
2. Anyone who refuses to sign the Degree Verification Authorization form or is unable to provide proof of degree completion will be ineligible for employment.
3. Foreign transcripts received must be translated and evaluated by an approved credential evaluator before employment may begin at the finalist’s expense.
MILITARY SERVICE:
1. Applicants must supply proof of previous military service by providing a DD Form 214 Member-4 copy if they indicate completion of prior military service on their application and if it is a requirement outlined in the position description or if veteran’s preference was given to the applicant during the selection process.
2. If there are two finalists with equal final scores, then preference will be given to the veteran, surviving unmarried spouse, or orphan of a veteran over the non-veteran. To review eligibility guidelines see Texas Government code –Section 657.002 or contact HR.

RECORDS RETENTION:
1. Employment applications and other relevant documentation used during the search will be maintained for the retention periods outlined by the system record retention schedule. These records will be maintained in the HR department.
2. The hiring manager is responsible for updating the status for each applicant in the PeopleAdmin applicant tracking system in a timely manner after the vacant position has been filled. Training materials on how to use the PeopleAdmin applicant tracking system are available when the hiring manager signs on to the system (See “Supervisor/Manager’s Guide”) and through the HR department.

System Regulation 33.99.01 Employment Practices:
http://tamus.edu/offices/policy/policies/index.html

Department of Labor-Title VII Civil Rights Act of 1964

Equal Employment Opportunity Commission
http://www.eeoc.gov/laws/statutes/index.cfm

System Regulation 33.99.14 Criminal History Record Information-Employees and Applicants:

System Regulation 33.99.09 Employment of Foreign Nationals:
http://policies.tamus.edu/33-99-09.pdf

Contact Office: Office of Human Resources at (210) 784-2059
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