

# West Texas A&M University PROCEDURES

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(WT-33.99.01.W1)

## **Filling Staff Vacancies**

*Approved March 1, 2012*

*Supplements System Regulation 33.99.01, Employment Practices, and System Regulation 33.99.12, New Employee Processing*

### 1. GENERAL

1.1 This procedure is to be followed by hiring managers to fill regular, budgeted staff vacancies. Before beginning the process to fill a vacancy, the hiring manager should complete two courses in TrainTraq: Position Descriptions (course # 11008) and Effective Hiring Practices (course # 2111264).

1.2 Hiring managers must comply with all requirements of Texas A&M University System Regulation 33.99.01 Employment Practices.

### 2. POSITION DESCRIPTIONS

2.1 The process to fill a vacancy begins with an accurate position description. A position description is required for all regular staff positions. All new staff position descriptions can be created by completing a [Position description](#). To review and update a current position description you can contact the Human Resources Assistant for the most recent copy. The hiring manager must review the position description and obtain required approvals before a vacancy is posted and a search process is initiated.

2.2 Selection criteria used in the hiring selection process must be based on the content of the approved position description. Screening questions will be utilized in the on-line application process to identify applicants who possess the minimum requirements. Position descriptions must indicate if education and/or experience substitutes are acceptable.

### 3. ROUTING AND APPROVALS

3.1 Departments initiate a request to fill a vacant position by completing and submitting an exception to the [Hiring Freeze Form](#). If a title change is recommended the position description action must include a request to create a new Position Identification Number (PIN) or to increase the budgeted amount of an existing PIN, additional routing and approvals will be required. Section 3.5 outlines approvals required for positions funded by a contract or grant.

3.2 Human Resources will consult with the hiring manager to ensure that the position description provides a logical and defensible basis for a hiring decision and is compliant with applicable rules and regulations and the position is assigned to the appropriate salary grade.

3.3 The hiring manager can complete the online Notification of Vacancy (NOV) at <https://jobs.wtamu.edu/hr> and upload the most recent Position Description form. The online NOV will then be sent to Human Resources for review, and Human Resources will obtain the appropriate administrative approvals if applicable. Human Resources will send the department

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head or hiring manager a memo with the job vacancy number and various hiring information and forms, electronically.

3.4 Position description actions that include a request to create a new PIN or to increase the budgeted amount of an existing PIN will route, as follows, after HR and the Budget Office review: the Vice-President of Business and Finance, and the President.

3.5 If any portion of the position is funded by a contract or grant, the Budget Office will work with the Business Office to review. The grant funding must be noted on the approval form.

#### 4. REQUISITIONING

4.1 Upon approval of the exception to the hiring freeze, Human Resources will notify the hiring manager to create the NOV and upload the position on the web site of PeopleAdmin, the applicant tracking system.

4.2 Human Resources will ensure the qualifications listed on the NOV are the same qualifications listed on the position description, obtain the appropriate administrative approvals and post the vacancy on the Employment Opportunities web site and with the Texas Workforce Commission. The requisition will be the electronic source for applications and recording of subsequent actions related to the hiring decision.

#### 5. RECRUITMENT

5.1 Departments are responsible for external advertisements and announcements, ensuring prohibition of any preference, limitation, specification or discrimination based on race, color, disability, religion, sex, national origin or age. Advertisements and announcements must include the Equal Employment Opportunity (EEO) and Selective Service statements and must be submitted to Human Resources for approval BEFORE advertising the position.

5.2 Vacancies listed on professional organization websites, journals, etc., must refer the applicant to the employment web site, <https://jobs.wtamu.edu/hr>, to view the full job announcement and to apply online.

5.3 Applicants for a posted job vacancy shall complete an online employment application through PeopleAdmin. Other supporting materials such as resumes, vitas, transcripts, or letters of reference, may be required by the hiring department and attached electronically to the application by the applicant.

5.4 Applications may not be accepted for job vacancies after the position has been closed and removed from the employment web site. A previously closed vacancy posting may be re-opened for an additional 5-day period, or longer, if requested by the hiring manager.

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5.5 A job must be posted a minimum of ten (10) working days; approval must be obtained from the Director of Human Resources in order for the posting to be closed prior to the ten (10) business days. Hiring managers must contact Human Resources to close the position.

#### 6. SELECTION

6.1 Human Resources will assist the hiring manager develop screening questions that are to be asked, consistently, of all applicants to determine if the applicants possess the minimum requirements of the posted vacancy. Human Resources will review the application materials and confirm that the applicant meets the minimum requirements. Application materials of applicants who possess the minimum requirements, as verified by Human Resources, will be viewable by the hiring manager and/or the search committee, on PeopleAdmin. Applicants who do not attest to possessing the posted minimum requirements will be notified of their non-qualification by an automatic electronic notification generated by PeopleAdmin.

6.2 The hiring manager/search committee is responsible for the consistent application of established criteria in the review of the applicants' qualifications. Hiring managers/search committees will review applications received and select, at minimum, the top three applicants to interview, based on the qualifications outlined in the job posting and the position description. Human Resources strongly encourages the use of a quantitative method to evaluate and score applicants and an [Applicant Screening](#) form has been developed for this purpose.

6.3 Upon completion, the Applicant Screening form is routed to the EEO Officer for review. The EEO Officer verifies that all required and preferred qualifications are recorded and scored fairly and accurately. The EEO Officer will work with the hiring manager regarding any discrepancies on the screening form. Once verified the EEO Officer will contact the hiring manager to approve moving forward with interviews.

6.4 Throughout the selection process, the hiring manager/search committee chair or other assigned individual should work with Human Resources to update the status of the applications in PeopleAdmin. For each qualified applicant removed from further consideration, a valid, job related reason for non-selection must be recorded. PeopleAdmin has a list of acceptable reasons for non-selection. If none of the reasons are applicable, Human Resources must be contacted to record the appropriate reason for non-selection.

#### 7. INTERVIEWS

7.1 After reviewing all qualified applicants, the hiring manager/search committee will identify the best qualified applicant. Human Resources strongly encourage the use of a quantitative method to evaluate and score applicants and an [Interview Spreadsheet](#) has been developed for this purpose.

7.2 Sample interview questions have been developed and are available on PeopleAdmin. A list of questions must be identified and consistently asked of all applicants. Relevant follow-up

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questions not on the original list may be asked, if job related. Responses should be documented and evaluated to determine the best qualified applicant for the position.

## 8. SEARCH COMMITTEES

8.1 A search committee may be formed for positions of director and above. Searches for other professional staff may also use a committee. Search committees are not required for non-exempt positions. The lack of a search committee does not preclude the hiring manager from seeking input from other faculty, staff and students as appropriate. The search committee is typically tasked to evaluate applicants' qualifications, check references, interview applicants and submit a list of recommendations to the hiring manager who is responsible for making the final selection.

8.2 A search committee must comply with the applicable TAMUS policies and University rules and procedures.

8.3 The composition of the search committee should include members of campus groups most closely associated with the position. The hiring manager generally selects the committee chair followed by the selection of others to serve. The search committee membership will be reported to Human Resources for inclusion in PeopleAdmin.

## 9. REFERENCE CHECKS & EMPLOYMENT VERIFICATION

9.1 System Regulation 33.99.01, Employment Practices, states that the hiring manager, or other appropriate person, should verify references, previous employment and other job-related credentials before an offer of employment is made. Information collected should be documented and retained in the hiring record for two years from the date of hire.

9.2 Reference checks are only required on the finalist. If reference checks are conducted before interviews, a reference check must be completed on all interviewees. It is recommended that at least one supervisor be contacted. Two references are required. If you are unable to contact the supervisors, please notify Human Resources for assistance. All reference checks must be documented on the Interview Spreadsheet.

## 10. HIRE RECOMMENDATION APPROVALS & JOB OFFERS

10.1 Upon selecting a finalist the Interview Spreadsheet is routed to the EEO Officer for review. The EEO Officer checks that all required information is recorded and accurate. The criminal background information will be obtained through Human Resources. Human Resources will also verify Selective Service and Education verification (if applicable) of the identified applicant. This process ensures appropriate review for legal compliance with applicable employment laws.

10.2 A job offer cannot be extended until an acceptable criminal background investigation has been received and the recommended selection has been cleared through the EEO Officer. The hiring manager must confirm with Human Resources that all approvals have been obtained prior

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to extending the job offer. The hiring manager will contact the recommended applicant and extend the offer.

10.3 Upon acceptance of a job offer, the hiring manager will send the new hire a letter confirming start date, salary, and orientation time. A copy of the new hire letter is sent to the Human Resources office.

10.4 The hiring manager should contact the Benefits Manager to schedule New Hire Orientation for the new hire's first day of employment.

10.5 The hiring manager will notify the remaining applicants of their non-selection through written letter or email.

#### 11. COMPLETION OF FORM I-9 (EMPLOYMENT ELIGIBILITY VERIFICATION)

11.1 In accordance with the Immigration Reform and Control Act of 1986, each system member must verify the employment eligibility of all new employees (including U.S. citizens) by completing and retaining the Employment Eligibility Verification Form (Form I-9). The Form I-9 must be completed through Human Resources for all newly-hired employees, including an employee transferring from another system member or state agency.

11.2 As required by federal law and Texas A&M University System Regulation 33.99.12, New Employee Processing, employees shall (a) complete Section 1 of Form I-9 by their first day of work for pay and (b) within three (3) business days of the first day of work for pay, the employee must provide Human Resources with the documents required for completion of Section 2 of Form I-9.

11.2 Based on a reasonable business need, the Form I-9 may be completed prior to an employee's first day of work for pay, provided the employee has been offered and has accepted the job.

11.3 In no case is an employee permitted to work without the timely completion of an I-9 form.

CONTACT OFFICE: Human Resources