

33.99.01.C0.01 Filling Staff Vacancies

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Revised: June 5, 2017
Next Scheduled Review: June 5, 2022



Procedure Statement

This procedure supplements Texas A&M University System Regulation 33.99.01, *Employment Practices* and pertains to the filling of regular, benefit-eligible staff vacancies. Texas A&M University-Corpus Christi will provide equal opportunity for employment to all persons regardless of race, color, sex, sexual orientation, gender identity, religion, national origin, age, disability, genetic information, or veteran protected status.

Reason for Procedure

This procedure provides guidance to hiring managers regarding the process of filling vacancies for regular, benefit-eligible staff positions.

Procedures and Responsibilities

1. GENERAL

- 1.1. Before beginning the process to fill a vacancy, the hiring manager should complete two (2) courses in TrainTraq: Position Descriptions (course # 11008) and Effective Hiring Practices (course # 2111264).
- 1.2. Hiring managers must comply with all requirements of 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 staff position descriptions are processed in the online Human Resources system. The hiring unit must initiate the required steps and obtain required approvals through the online system before a vacancy is posted and a search process is initiated.

- 2.2. Position descriptions must indicate if education and/or experience substitutes are acceptable.

3. ROUTING AND APPROVALS

- 3.1. The data entry required for the online forms can be delegated but must be reviewed and approved by the hiring manager. If the hiring manager is a director or higher-level administrator, a second-level supervisor approval is not required unless stipulated by the second-level supervisor. If the hiring manager is not a director/dean or higher, the position request to fill a vacancy must be routed to the director/dean. Upon review and approval, the request is routed to Human Resources.
- 3.2. Human Resources will consult with the hiring manager as needed to ensure that the position description provides a logical and defensible basis for a hiring decision and is compliant with applicable rules and regulations. Upon completion of this step, Human Resources will route the request to the Budget Department.
- 3.3. If the position description action includes a request for additional funds or other significant changes, additional reviews and approvals will be required. See University Procedure *31.01.01.C0.04, Reclassification of Non-faculty Positions* if a title change is recommended. Section 3.5 of this procedure outlines approvals required for positions funded by a contract or grant.
- 3.4. Requests to fill positions not funded in whole by a contract or grant that include a request to create a new position or to increase the budgeted amount of an existing position require review and approval by Human Resources, the Budget Department, and the division's vice president/provost. Requests for a new position will also require review and approval by the Executive Vice President for Finance & Administration and the President.
- 3.5. If any portion of the position is funded by a contract or grant, the Budget Department will route the request to the Research, Commercialization and Outreach office for review. If the request is in compliance with the contract or grant, funded 100% by a contract or grant, and previously approved in the initial grant/contract proposal process, subsequent approvals are not required. The Research, Commercialization and Outreach office will route the request to the Budget Department to approve the request so the hiring department can proceed to fill the vacancy.

4. REQUISITION

- 4.1. Upon approval of a request to fill a position, Human Resources will create a requisition and post the vacancy on the Employment Opportunities website and with the Texas Workforce Commission. The information that was entered on the position description will be transferred to the requisition. 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 encouraged to advertise positions on additional advertising venues to increase the likelihood of a qualified, diverse applicant pool. Positions having an affirmative action program recruitment goal for its applicant pool should be advertised to the extent possible.
- 5.2. The placement of a vacancy announcement in newspapers, on electronic job boards, and in other publicly-viewed media will be the responsibility of Human Resources. This procedure will ensure that federal, state, system, and university legal requirements for job postings are met. Advertising costs are the responsibility of the hiring department.
- 5.3. Vacancies listed on professional organization websites, journals, etc., must refer the applicant to the university's Employment Opportunities website to view the full job announcement and to apply online.
- 5.4. Applicants for a posted job vacancy shall submit a Texas A&M University-Corpus Christi employment application through the online site unless a search firm has been retained. Other supporting materials such as résumés, vitas, transcripts, or letters of reference, may be required by the hiring department and attached electronically to the application by the applicant.
- 5.5. Applications may not be accepted for job vacancies after the position has been closed and removed from the Employment Opportunities website. A previously closed vacancy posting may be re-opened for an additional 5-day period or longer if requested by the hiring manager.

6. APPLICANT REVIEW

- 6.1. Human Resources will develop screening questions that are asked of all applicants to determine if the applicant possesses the minimum requirements of the posted vacancy. Upon receipt of a hiring selection matrix and interview questions, application materials of applicants who claim to possess the minimum requirements will be viewable by the hiring manager and/or the search committee. It is the responsibility of the hiring manager/search committee to review the application materials and confirm that the applicant meets the minimum requirements. Applicants who do not attest to possessing the posted minimum requirements will be notified of their non-qualification by an automatic electronic notification.
- 6.2. Selection criteria used in the hiring selection process must be based on qualifications outlined in the job posting and the content of the approved position

description. The hiring manager/search committee is responsible for the consistent application of established criteria in the review of the applicants' qualifications.

- 6.3. Throughout the selection process, the hiring manager/search committee chair or other assigned individual(s) should work with Human Resources to update the status of the applications in the online system. For each qualified applicant removed from further consideration, a valid, job-related reason for non-selection must be selected from the list of acceptable reasons for non-selection. If none of the reasons are applicable, the person(s) should contact Human Resources to record the appropriate reason for non-selection.
- 6.4. Per System Regulation *33.99.01, Employment Practices*, one or more qualified veteran(s) must be interviewed unless no veterans apply for the position.

7. INTERVIEWS

- 7.1. After reviewing all qualified applicants, the hiring manager/search committee will identify the best qualified applicants and update their status in the online system. Human Resources will review the applicants selected for interviews and approve or contact the hiring manager/search committee chair to discuss the selections. Scheduling interviews is the responsibility of the hiring manager/search committee.
- 7.2. The hiring manager/search committee chair should contact Human Resources for assistance in developing interview questions. All questions must be job-related and of a non-discriminatory nature. A list of questions must be developed in advance and asked of all applicants. Relevant follow-up 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.
- 7.3. Human Resources will contact a finalist selected by the hiring manager/search committee to request a Criminal Background Check Authorization form.

8. SEARCH COMMITTEES

- 8.1. A search committee should 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 recruit applicants, evaluate their 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 System policies and regulations 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 provided to Human Resources for inclusion in the online system.

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 department hiring record or in Human Resources for two (2) years from the date of hire.
- 9.2. A list of questions for the reference check must be developed in advance. The recommended Pre-Employment Reference Check form can be obtained from Human Resources. 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 (1) supervisor be contacted. Two (2) references are required. If the supervisor is unable to be contacted, then Human Resources should be contacted for assistance. All reference checks must be documented.

10. HIRE RECOMMENDATION APPROVALS & JOB OFFERS

- 10.1. Upon selecting a finalist and entering the required information in the online system, the hiring recommendation is routed to the second-level supervisor (if required) and to Human Resources for review. Human Resources checks that all required information is recorded and accurate and routes the hiring recommendation to the Employee Development & Compliance Services Department (ECDS) office for review. The Criminal Background Authorization form received from the finalist will be processed at this time by Human Resources. Once ECDS approves the hiring recommendation, it is routed back to Human Resources for final review and approval. 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 routed through Human Resources and the Employee Development & Compliance Services Department. Generally, verbal job offers are made by Human Resources. Should the hiring manager wish to extend the job offer, they must confirm with Human Resources that all approvals have been obtained.
- 10.3. Upon acceptance of a job offer, Human Resources will send the new hire a letter confirming the start date, salary, and orientation times along with a new hire packet.

A copy of the new hire letter is sent to the hiring manager. The employing unit should submit the required electronic payroll form upon acceptance of a job offer.

11. RETENTION OF RECORDS

All records related to the selection process are to be retained in accordance with the Texas A&M University-Corpus Christi Records Retention Schedule. This includes interview notes, electronic recordings, and all other records that document the selection process. The hiring department is encouraged to submit all records to Human Resources for retention.

Related Statutes, Policies or Requirements

System Regulation [33.99.01, *Employment Practices*](#)

University Procedure [31.01.01.C0.04, *Reclassification of Non-faculty Positions*](#)

Appendix

[Criminal Background Check Authorization Form](#)

[Pre-Employment Reference Check Form](#)

Contact Office

Contact for interpretation and clarification: Human Resources
(361) 825-2630