33.99.01.C1.01  Filling Staff Vacancies

Approved March 7, 2011

Supplements System Regulation 33.99.01 Employment Practices
and University Rule 33.99.01.C1

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 and University Rule 33.99.01.C1 Filling
Staff Vacancies.

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 on-line in Islander Jobs. The link can be found on the Human Resources
Faculty and Staff Resources page. The hiring manager must initiate a position
description action in Islander Jobs and obtain required approvals through the on-line
position description system 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 logging into Islander Jobs
and beginning the appropriate position description action: Post/Modify a Position
Description or New Position Description. The data entry can be delegated to a
department employee who has an admin support role in Islander Jobs. If the hiring
manager is a director or higher level administrator, second level supervisor approval is
not required unless stipulated by the second level supervisor. If the hiring manager is
not a Director, the position description action must be routed to the Director. Upon
review and approval the position description action is routed to Human Resources.

3.2 Human Resources will consult with the hiring manager to ensure that the position
description provides a logical and defendable basis for a hiring decision and is
compliant with applicable rules and regulations. Upon completion of this step, Human Resources will route the position description action to the Budget Office.

3.3 If the position description action does not include a request for additional funds or other significant changes, the Budget Office can approve the position description action and the hiring department can proceed to fill the vacancy. See University Procedure 31.01.01.C2.03 Reclassification of Nonfaculty Positions if a title change is recommended. If the position description action includes 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.

3.4 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 Budget Office review: the Division Vice President/Provost, the Budget Director, the Senior Associate Vice President for Finance & Administration, 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, Budget will route the action to the Research Office for review. If the position description action 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 Office will route the action to Budget and Budget can approve the position description action and the hiring department can proceed to fill the vacancy.

4. REQUISITION

4.1 Upon approval of a position description action, Human Resources will create a requisition in Islander Jobs and post the vacancy on the Job Opportunities web site 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 their 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. Hiring managers are informed by the EO office if they have a vacancy that has been identified as belonging to an underutilized job category.
5.2 The placement of a vacancy announcement in newspapers, on electronic job boards and other publicly viewed media will be the responsibility of Human Resources. This procedure will assure that federal, state, and university legal requirements for job postings are met.

5.3 Vacancies listed on professional organization websites, journals, etc., must refer the applicant to Islander Jobs at [https://islanderjobs.tamucc.edu](https://islanderjobs.tamucc.edu) 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 Islander Jobs unless a search firm has been retained. Other supporting materials such as resumes, vita, 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 Islander Jobs 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.

6. SELECTION

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. 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 generated by Islander Jobs.

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 the top applicants to interview based on the qualifications outlined in the job posting and the position description content. Human Resources strongly encourages the use of a quantitative method to evaluate and score applicants and has developed a hiring matrix for this purpose.

6.3 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 Islander Jobs. For each qualified applicant removed from further consideration, a valid, job related reason for non-selection must be recorded. Islander
Jobs has a list of acceptable reasons for non-selection. If none of the reasons are applicable, contact Human Resources 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 applicants and change their status in Islander Jobs to either Telephone Interview Requested or On-Campus Interview Requested. Human Resources will review the applicants selected for interviews and approve or contact the hiring manager/search committee chair to discuss the selections.

7.2 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 on-campus interviewees 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 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 Islander Jobs.

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 for two years from the date of hire.

9.2 A list of questions for the reference check must be developed in advance. The recommended reference check form can be found in Islander Jobs on the Hire Details screen of the requisition or obtained from the Human Resources Generalist. 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 your Human Resources Generalist 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 into the Islander Jobs requisition, the requisition is routed to the second level supervisor (if required) or to the Human Resources Generalist for review. The Human Resources Generalist checks that all required information is recorded and accurate and routes the action to the EO office for review. The Criminal Background Authorization received from the finalist will be sent to the University Police department to conduct the check. Once EO approves, it is routed to the Human Resources Director 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 Office of Equal Opportunity/Employee Relations. 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 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 an Electronic Personnel Action (EPA) in Canopy upon acceptance of a job offer.

CONTACT OFFICE: Human Resources