



Standard Administrative Procedure (SAP)

33.99.01.L0.01 Hiring Procedures for Non-Faculty Positions

First Approved: December 3, 1997
Revised: September 28, 2016
March 18, 2021
January 18, 2024
Next Scheduled Review: January 18, 2029

Procedure Statement and Reason for Procedure

Texas A&M International University (TAMIU) shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants of budgeted positions, allow for uniform reporting procedures, and comply with Texas A&M University System (System) policies and federal and state laws and regulations. The Texas A&M University System believes serving Texas can be accomplished best by recruiting the brightest and most qualified faculty and staff.

Procedures and Responsibilities

1. REQUIREMENTS

- 1.1 This SAP is to be adhered to by hiring managers to fill regular, budgeted staff vacancies.
- 1.2 Hiring managers must comply with all requirements of [System Regulation 33.99.01, Employment Practices](#).
- 1.3 All budgeted staff vacancies will be listed online in *Workday* by the Office of Human Resources (HR).
- 1.4 All applicants for a budgeted staff vacancies must apply through *Workday* for referral to the hiring manager.
 - 1.4.1 TAMIU only accepts applications for currently-posted positions. All unsolicited resumes are to be returned to the applicant.

- 1.5 Offers of employment will be contingent upon: (1) the hiring department's compliance with employment policies and procedures and all applicable federal and state laws and regulations and (2) the applicant meeting the minimum qualifications for the vacant position. Applicants for budgeted staff vacancies will not be processed into the TAMIU payroll unless proper hiring procedures are followed.
- 1.6 Any exceptions to these requirements must be approved by the President. Procedures relating to employee promotions and/or transfers can be found in [TAMIU SAP 33.99.04.L0.01, Promotions, Transfers, Voluntary Moves, and Demotions](#).
- 1.7 Additional instructions for *Workday* actions can be found in *Workday Help* under the "Education" tab, then under "User Guides," then under "Job Aids."

2. RECLASSIFYING, UPDATING, OR MODIFYING A POSITION

- 2.1 This process needs to be completed before submitting a *Job Requisition* in *Workday*.
- 2.2 The supervisor will review the position description at the time the vacancy occurs.
- 2.3 Changes or updates to the position description will be submitted to HR for review and approval.
 - 2.3.1 All changes will be made in accordance with the guidelines for updating position descriptions.
- 2.4 Procedures for reclassifying a position can be found in [TAMIU SAP 31.01.01.L0.03, Creating and Reclassifying Non-Faculty Positions](#).

3. ROUTING AND APPROVALS

- 3.1 Departments will initiate a *Job Requisition* in *Workday* to fill a vacant position by logging into *Workday*, submitting the *Create Job Requisition* business process, and following the step-by-step process.
- 3.2 The request will route to the hiring manager (if the hiring manager is not the initiator of the request), and then to the Executive Approver (vice president) for the division.
- 3.3 After the approval from the division vice president, the request will route to HR.
- 3.4 HR will review the position description and justification to ensure there is a logical and defensible basis for hiring which is compliant with applicable rules and regulations.

4. POSTING A POSITION

Upon approval of a position description, the assigned Employment Coordinator will create a posting in *Workday* (Applicant Tracking) and post the vacancy on the TAMIU website, with the Texas Workforce Commission (TWC), and HigherEdJobs.com, if applicable. The information that was entered on the position description will be transferred to the posting. The posting will be the electronic source for applications and recording of subsequent actions related to the hiring decision.

5. OTHER RECRUITMENT

5.1 Departments may choose to post positions in other locations (i.e., professional organizations, listservs, etc.) The posting on such other locations and the cost of the posting, if any, will be the responsibility of the department.

5.1.1 The language and information placed on other locations must be the same as that on the posting on the TAMIU website.

5.1.2 The department will send an email in advance to the assigned Employment Coordinator to notify that the position will be posted on another location. This allows HR to monitor where the position is posted and to identify if the posting has been pirated by unauthorized users.

5.1.3 The Employment Coordinator will review the request for placement of a vacancy announcement in newspapers, on electronic job boards, and other publicly-viewed media to ensure that federal, state, and TAMIU legal requirements for job postings are met.

5.1.4 Vacancies listed on professional organization websites, journals, etc. must refer applicants to the TAMIU website to view the complete job posting and to apply online.

5.1.5 Applications will not be accepted for vacancies after the job posting has been closed/removed from *Workday*.

6. SELECTION

6.1 HR will provide all hiring managers with resources to assist them with the hiring process including interview and reference check forms, an interview question guide, a hiring matrix, and the new hire orientation schedule. These resources can be found on the [HR website](#) under the "Employment" tab, then under "Resources for Hiring Supervisors."

6.2 Hiring decisions shall be based on job-related factors such as required or preferred education, experience, knowledge, skills, abilities, license(s), certification(s), results of reference checks, and success in previous employment.

- 6.3 The hiring manager or search committee is responsible for the consistent application of established criteria in the review of the applicants' qualifications. Hiring managers/search committees will review all applications received and collectively select the top applicants to interview based on the candidate(s) meeting minimum qualifications outlined in the job posting and the position description content.
- 6.4 Throughout the selection process, the hiring manager/search committee chair or other assigned individual should work with the Employment Coordinator to update the status of the applications in *Workday*.
 - 6.4.1 Candidates who do not meet minimum qualifications should be deposited from the pool of applicants during the initial review. These candidates should be designated as DNQ (Does Not Qualify) on the hiring matrix.
 - 6.4.2 All candidates meeting minimum qualifications should be moved to "Screen" in *Workday*.
 - 6.4.3 As additional review of candidates takes place, candidates who will not be reviewed for continued consideration should be deposited in *Workday*. For each qualified candidate removed from further consideration, a valid, job-related reason for non-selection must be recorded in the applicant's status in *Workday* and on the hiring matrix.

7. INTERVIEWS

- 7.1 After reviewing all qualified candidates, the hiring manager/search committee will identify the best qualified candidates to interview.
- 7.2 The qualified candidates who will be interviewed should be moved to "Interview" in *Workday* prior to the interview taking place. The related steps will be completed as required once the interview has taken place.
- 7.3 The hiring manager/search committee will develop a list of questions in advance which will be asked of all interviewed candidates. Relevant follow-up questions not on the original list may be asked as long as they are job-related. Responses should be documented and evaluated to determine the best qualified candidate for the position. All interview forms must include the scoring and comments that support the scoring.

- 7.4 The hiring manager/search committee will follow [Texas Government Code, Chapters 657 and 672](#) which state that an individual who qualifies for a veteran's status or former foster child status is entitled to preference in employment over other applicants for the same position who do not have a greater qualification. With respect to administering the veteran's preference, for each announced open position, the hiring manager/search committee will interview according to the following:
- 7.4.1 If six or fewer applicants are chosen for an interview, an applicant qualified for veteran's preference must be interviewed.
 - 7.4.2 If more than six applicants are interviewed, 20% of the interviewees must claim veteran's preference.
 - 7.4.3 For an announced, open position that does not yield applicants who qualify for a veteran's preference, Sections 7.4.1 and 7.4.2 do not apply.

8. SEARCH COMMITTEES

- 8.1 A hiring manager may choose to form a search committee to assist with the evaluation of the applicants. The hiring manager generally selects the search committee chair followed by the selection of others to serve on the committee. A search committee may be made up of staff, administrators, faculty, and students, as appropriate. The search committee will typically assist with assessing the qualifications of each applicant, interviewing applicants, checking references, and submitting a list of recommendations to the hiring manager. The hiring manager is responsible for making the final selection.
- 8.2 A search committee must comply with applicable System policies and regulations and TAMIU rules and procedures.
- 8.3 The search committee membership will be reported to the Employment Coordinator for allowing access to the applicant information in *Workday*.

9. REFERENCE CHECKS AND EMPLOYMENT VERIFICATION

- 9.1 In accordance with [System Regulation 33.99.01, Employment Practices](#), and before an offer of employment can be made by HR, the hiring manager, or other appropriate person, should verify education, license(s)/certification(s), relevant previous employment, and other job-related credentials, including references.
- 9.2 All final candidates should be moved to "Reference Check" on *Workday* prior to beginning the reference check. The name and contact information of all references will be entered in *Workday*.

- 9.3 All information collected for posted positions should be documented, filed, and retained in HR for two years from the date of hire.
 - 9.3.1 A list of questions for the reference checks should be developed in advance.
 - 9.3.2 Hiring managers may utilize the reference check form found on the [HR website](#) under the “Employment” tab, then under “Resources for Hiring Supervisors.”
 - 9.3.3 Reference checks are only required for the final candidate(s).
 - 9.3.4 All reference checks must be documented.

10. JOB OFFERS AND HIRES

- 10.1 Upon selecting a finalist and moving them to “Offer” in *Workday*, the hiring manager will submit to the Employment Coordinator the hiring matrix; completed, legible interview forms; and reference check forms. The Employment Coordinator will check that all required information is recorded and accurate.
- 10.2 The Background Check Authorization Form received from the finalist will be sent to TAMIU’s background check provider to conduct the background check.
- 10.3 All job offers for non-faculty positions will be made by HR (the Employment Coordinator). A job offer will be extended only if an acceptable background check has been received.
 - 10.3.1 Salary/pay placement will be to the minimum of the pay grade as listed in the job posting.
 - 10.3.2 Exceptions to Section 10.3.1 are extremely rare and require approval by the President following a recommendation by the Director of HR. Such approval may be sought by submitting a justification request memo with verification of budget requirements and a copy of the finalist’s resume.
- 10.4 Upon acceptance of the job offer, the Employment Coordinator will confirm the salary, available start date, and onboarding date and time with the new hire.
- 10.5 The hiring manager will be notified by the Employment Coordinator of the onboarding date for the new hire.

Related Statutes, Policies, Regulations, or Rules

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

[System Regulation 33.99.04, *Promotions, Transfers and Voluntary Moves*](#)

[TAMIU SAP 33.99.04.L0.01, *Promotions, Transfers, Voluntary Moves, and Demotions*](#)

[TAMIU SAP 31.01.01.L0.03, *Creating and Reclassifying Non-Faculty Positions*](#)

[Texas Government Code, Chapter 657, *Veteran's Employment Preferences*](#)

[Texas Government Code, Chapter 672, *Employment Preference for Former Foster Children*](#)

Contact Office

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