Guide to Advertising and Hiring
FACULTY Vacancies

(HR; revised 10/1/2019)

This document serves as a guide to basic requirements for the advertising and hiring of faculty vacancies. It is important that this information is carefully reviewed and understood at the onset of the process. As required by the Provost's Office, the search committee chair must arrange for an HR representative to attend the first search committee meeting to review the advertising and hiring process as well as immigration and confidentiality issues. If you need assistance at any time during the process, please contact the Employment Office at hr@tamiu.edu or ext. 2360.

It is the responsibility of the search committee to conduct a fair and confidential recruitment and selection process. This includes using a selection process based on the advertised qualifications of the job and other job-related factors to determine the most qualified applicant in the pool. Please see the Provost's Office for other faculty search procedures established by that office. (**IMMIGRATION SERVICES NOTE:** If testing the labor market for immigration purposes, the search committee chair or Dean must inform HR who the most qualified applicant is **before** any communication (letters, emails) is sent to the applicants in the pool).

The following are the **STEPS TO BE COMPLETED AND RECORDED** (details for each step are provided further below). Ensure that all documents are dated and identified with the corresponding requisition number (R-######). ***Please note that documents for items 2, 3 and 4 are required to be submitted to the Employment Office at the end of the process when a selection is made.

1. Request to Advertise the Vacancy
2. Review and Score the Employment Applications***
3. Conduct and Score the Interviews***
4. Conduct Reference Checks for Finalist(s)***
5. Make a Selection and Complete the Process

CONFIDENTIALITY: To maintain the integrity of records and the process, ensure that throughout the process all records are treated with the utmost confidentiality and security and that access is restricted only to those involved in the process.

RESOURCES FOR HIRING SUPERVISORS: The resource materials listed in this workbook are available on the HR Employment webpage under "Resources for Hiring Supervisors."

Step 1: Request to Advertise the Vacancy

All faculty vacancies must be advertised via Workday, our online employment system.

Prior to generating a requisition in Workday, the following must be completed. *

1. The text of the advertisement must be routed for approval to the Dean and Provost. Once the final version is approved, it can be forwarded to the Employment Office (HR).
2. The text of the advertisement must be submitted in Word format to the Employment office to be reviewed for immigration purposes (if applicable).

A requisition can be generated in Workday once the approved text ad has been received by HR.

This can be initiated by both the Hiring Manager and Recruiting Coordinator for the supervisory organization the position will be reporting to.

The requisition will require entering information such as job title, justification, and the approved job description.

Once submitted, the requisition will route to the Recruiting Partner (HR) for an initial review and the addition of candidate required attachments. It will then be routed to the Dean and Provost before, again, being routed to HR.

After a final review, the requisition will be posted on Workday and can start receiving applications. All faculty vacancies will be posted online to HigherEdJobs.com and Texas Workforce Commission at no cost to the department.

GUIDELINES FOR EXTERNAL ADVERTISING:

- The hiring department must advise HR of their desire to advertise in a newspaper, specialized journal, or other publication (i.e., The Chronicle of Higher Education). Once the requisition has been posted in Workday, HR will send the final/approved ad to the Purchasing Department. The hiring department is responsible for submitting the required requisition in FAMIS and may contact Purchasing for assistance, if needed.

  *The hiring department is responsible for the cost of placing the ad.

- To post a vacancy on a pertinent, free Internet advertising site, ensure the *exact* wording (copy and paste) from the requisition posted in Workday is used and that the announcement carries the statement "TAMIU is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer" at the end.

Step 2: Review and Score the Employment Applications

Employment applications will be collected (electronically) in Workday without review by HR. **It is the responsibility of the search committee to review employment applications and identify candidates who do not meet the requirements, as posted. The committee is responsible for verifying that only qualified applicants are considered, interviewed, and recommended for selection.**

Qualified applicants are those who meet **all** required qualifications as advertised and who have a complete employment application with **all** documents requested on the posting. The Hiring Manager and Search Committee Members may access employment applications via Workday.

Next, score the applicants as follows:

- Develop and use a quantitative (numerical) method of scoring (evaluating) the employment application materials. (You may develop your own applicant scoring tool or use the Hiring Matrix recommended below).
- Determine ahead of time the job-related factors (required qualifications) that will be considered. The job-related factors (required qualifications) are found on the posting. You may also consider any preferred qualifications noted on the posting.
- Score the applications and conduct interviews with the **highest** scoring applicants.

RESOURCES FOR HIRING SUPERVISORS: A Hiring Matrix is a helpful tool to use when scoring employment applications. This document should be used to rate all candidates on required and preferred qualifications included in the posting.

RECORDS RETENTION: The completed applicant scoring tool (your own or the Hiring Matrix) must be submitted to the Employment Office at the end of the process when a selection is made. The scoring tool must include all qualified applicants who applied for the vacancy and were considered.

Step 3: Conduct and Score the Interviews

Based on the scores of the employment applications, schedule and conduct interview(s). Ahead of time, decide on and record your interview questions.

You may use your own document or use the "Interview Form" available on the HR Employment webpage under "Resources for Hiring Supervisors." If you use your own document, ensure it contains identifiers including the Requisition number, the date of the interview, the full name of the applicant being interviewed, and the full name of the individual conducting the interview.

SOME INTERVIEWING GUIDELINES TO REMEMBER:

- Questions must be job-related, not personal.
- All questions must be legal and non-discriminating
- Ask the same questions of all interviewed applicants.
- During the interview, summarize and write notes on the "Interview Form" about the applicant's responses.
- After the interview, score each response numerically using the "Interview Form."
- Tips about conducting interviews and appropriate interview questions are available on the HR Employment webpage under "Resources for Hiring Supervisors."

Give each interviewed applicant a score that reflects how well the applicant responded to each interview question. This score should be added onto your applicant scoring tool or the Hiring Matrix (whichever you use) in order to document that the applicant you select at the end has the **highest** overall score.

The Hiring Manager, the Recruiting Coordinator, and the Search Committee Members must work closely in order to update the status of each candidate as it is happening. This include dispositioning non-selected candidates and moving the selected candidate through the required steps in Workday recruiting.

RECORDS RETENTION: The completed "Interview Forms" for each applicant you interviewed (with your questions, the responses of the interviewed applicants, and scores) must be submitted to the Employment Office at the end of the process when a selection is made.

Step 4: Conduct Reference Checks for Finalist(s)

Finalists are the 1-3 interviewed applicants with the highest overall scores. You **must** conduct a reference check on at least the final applicant (the applicant you select).

You may use your own document or use the "Reference Check Form" available on the HR Employment webpage under "Resources for Hiring Supervisors." If you use your own document, ensure it contains identifiers including the Requisition number, the date of the reference check, the full name of the reference, and the full name of the individual conducting the reference check.

SOME REFERENCE CHECK GUIDELINES TO REMEMBER:

- Compose questions ahead of time.
- Ask the same questions for each reference check.
- By electronically signing the employment application, applicants gave permission for you to contact any person associated with their previous employment.
- If you plan to contact the applicant's current employer, ensure you inform the applicant ahead of time.
- If the applicant lists TAMIU as a current or former employer, you may inquire about performance evaluations on file with the Office of the Provost.
- Be careful to avoid seeking or using information from social media websites or general internet searches of candidates. Such sources may disclose information that is not true, inappropriate, or illegal for consideration.

RESOURCES FOR HIRING SUPERVISORS: Tips about checking references and appropriate reference check questions are available on the HR Employment webpage under "Resources for Hiring Supervisors."

RECORDS RETENTION: The completed "Reference Check Form" for each reference check you conducted (with your questions and the responses from the reference) must be submitted to the Employment Office at the end of the process when a selection is made.

Step 5: Make a Selection and Complete the Process

Before deciding on your selection, ensure you have identified the reasons for not selecting each of the other applicants (interviewed and not interviewed). These reasons should coincide with the scores reflected on your scoring tool or the Hiring Matrix (whichever you use).

SPECIAL NOTE REGARDING HIRING PREFERENCES: After all scoring is complete, determine if one of the finalists is entitled to a hiring preference. Hiring preferences include ***Veterans*** or ***Former Foster Children***. Such individuals will be accorded preference in employment with state agencies over other applicants for the same position **who do not have a greater qualification.** Refer to the employment application to determine if the applicant claimed either status. Please notify the Employment Office if preference(s) are applicable and are used in your selection decision.

WHEN A SELECTION IS MADE, USE THE FOLLOWING CHECKLIST TO ENSURE COMPLETION OF THESE ITEMS:

- ☐ Notify the Employment Office of the selection. Ensure HR receives a copy of the job offer letter signed/accepted by the selected candidate so that a background check can be started.
- ☐ Verify that the final disposition status of each candidates has been updated in Workday.
- ☐ Submit (preferably scanned and emailed) to the Employment Office the completed **Interview Form(s)** for each applicant you interviewed, containing your questions, the responses of the interviewed applicants, and scores.
- ☐ Submit (preferably scanned and emailed) to the Employment Office the completed **Reference Check Form(s)** for each reference check you conducted, containing your questions and the responses from the reference.
- ☐ Submit (preferably scanned and emailed) to the Employment Office your completed quantitative scoring tool or **Hiring Matrix** (whichever you used). The scoring tool must include all qualified applicants who applied for the vacancy and were considered.

It is preferable that the final hiring documents (last 3 checklist items above) are scanned and emailed to hr@tamiu.edu. However, they may be hand-delivered to KLM 158.

Once all of the above checklist items are done, the background check is cleared, and all approvals are obtained via Workday, HR will coordinate with Department and/or College's Administrative Associate to schedule the new hire onboarding.