33.99.01.C0.01 Filling Staff Vacancies

Revised: July 27, 2026
Next Scheduled Review: July 27, 2031
Revision History

Procedure Summary

This procedure supplements Texas A&M University System (System) regulation *33.99.01, Employment Practices* and pertains to the filling of regular, benefit-eligible staff vacancies. Texas A&M University-Corpus Christi (TAMU-CC) will provide equal opportunity for employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, or any other classification protected by federal, state, or local law. Hiring managers must comply with all requirements of System regulation *33.99.01, Employment Practices*.

Procedure

1. POSITION DESCRIPTIONS

    1.1. 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 and subsequent approvals to post via a requisition are processed in the online Human Resources Information System (HRIS).

    1.2. Position descriptions must identify the essential functions of the job and indicate if education and/or experience substitutions are acceptable.

2. REQUISITIONS

    2.1. Requisitions must be reviewed and approved by the hiring manager. If the hiring manager is a director or higher-level administrator, a second-level supervisor's approval is not required unless stipulated by the second-level supervisor. If the hiring manager is not a director/dean or higher, the requisition must be routed to the director/dean. Upon review and approval, the request is routed to Human Resources.

    2.2. Human Resources will consult with the hiring manager as needed to ensure that the requisition reflects the competencies, skills, and abilities required for the position and is compliant with applicable rules and regulations.

2.3. A Position Review Request Form (see Appendix) should be completed and approved by the division vice president or the President for units reporting to the President when requesting a new position or changing classification/compensation for an existing position. If any portion of the position is funded by a contract or grant, Research Administration approval is required. New positions require approval from the President.

2.4. Human Resources will post the vacancy on the university's careers website and with the Texas Workforce Commission for a minimum of five (5) business days as required by law.

2.5. The requisition is the electronic source for applications and recording of subsequent actions related to the hiring decision.

3. RECRUITMENT

3.1. The placement of vacancy announcements in newspapers, on electronic job boards, and in other publicly viewed media is the responsibility of Human Resources. Additional posting platforms are encouraged if departments have access to a larger group of applicants. Departments should work with Human Resources to ensure that postings meet all federal, state, System, and university requirements. All applicants should be directed to the Human Resources website to apply. Advertising costs are the responsibility of the hiring department.

3.2. Vacancies listed on professional organization websites, journals, etc., must refer to the university's careers website to view the full job announcement and to apply online.

3.3. Applicants must submit a TAMU-CC employment application through the online site unless stated otherwise. Supporting materials such as résumés, vitas, transcripts, or letters of reference may be required and attached electronically to the application by the applicant. Diversity statements are prohibited by state law and must not be requested or required. Search firms may be retained with an option to manage the recruiting process.

3.4. Applications and/or résumés/vitas will not be accepted for job vacancies after the position has been closed and removed from the university's careers website, nor for positions that do not have a vacancy (i.e., unsolicited applications). A previously closed vacancy posting may be re-opened, based on proper justification by the hiring manager and approval from Human Resources, for an additional five (5) business days or longer.

4. SEARCH COMMITTEES

4.1. A search committee is not required for every position; however, it is recommended for higher-level roles. 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 review candidates, 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.

4.2. A search committee and/or search firm must comply with the applicable System policies and regulations and university rules and procedures.

4.3. The composition of the search committee should include members of university groups most closely associated with the position. The hiring manager selects the committee chair followed by the selection of other members. The search committee membership must be provided to Human Resources for documentation in the HRIS.

4.4. Individuals participating in the recruitment and selection process must disclose any actual, potential, or perceived conflicts of interest involving applicants. Human Resources will determine whether recusal or other measures are necessary.

4.5. Individuals involved in the recruitment process must maintain the confidentiality of applicant information, interview discussions, evaluation materials, and hiring recommendations to the extent permitted by law and university rules and procedures.

5. APPLICANT REVIEW

5.1. Human Resources will develop online screening questions that are asked of all applicants to determine if the applicant possesses the minimum requirements of the posted vacancy. The hiring manager/search committee is responsible for reviewing the application materials and confirming 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. After evaluating the candidates, the hiring manager/search committee chair must provide a list of candidates who do not meet the minimum requirements to Human Resources.

5.2. 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.

5.3. Throughout the selection process, the hiring manager/search committee chair and/or other assigned individuals should work with Human Resources to update the status of the applications in the HRIS. 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.

5.4. Per System regulation *33.99.01, Employment Practices*, one or more qualified veterans must be interviewed, depending on the number of interviewees, unless no veterans meet the minimum qualifications for the position.

5.5. A hiring matrix must be prepared and contain the list of applicants, job requirements, any applicable preferences, and the corresponding point scoring for the criteria. The rating of all applicants on the matrix must be approved by the talent acquisitionist prior to contacting applicants for interviews.

6. INTERVIEWS

6.1. After reviewing all qualified applicants, the hiring manager/search committee will identify the best qualified applicant(s). Human Resources will review the applicants selected for interviews and approve or contact the hiring manager/search committee chair to discuss. Scheduling interviews is the responsibility of the hiring manager/search committee.

6.2. 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. The 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.

6.3. The talent acquisitionist will contact the finalist selected by the hiring manager/search committee to request a Criminal Background Check Authorization form (see Appendix).

7. REFERENCE CHECKS & EMPLOYMENT VERIFICATION

7.1. 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. The information collected must be documented and retained by Human Resources for two (2) years from the date of hire.

7.2. The recommended Pre-Employment Reference Check Form is provided by Human Resources prior to reference checks being performed.

7.3. Reference checks are only required for the finalist. If reference checks are conducted before interviews, a reference check must be completed for all interviewees.

7.4. A minimum of two (2) references are required (the majority from supervisors when the candidate has had an adequate number of supervisors to make a majority). If the candidate is a TAMU-CC employee, a current supervisor reference is required. If a supervisor is unable to be contacted, then TAMU-CC Human Resources should be contacted for assistance. All reference checks must be documented.

8. HIRE RECOMMENDATION APPROVALS & JOB OFFERS

8.1. Upon selecting a finalist, the hiring manager must submit a hiring proposal to Human Resources for review. The hiring proposal includes documentation of search compliance and justification for finalist selection and non-selection of other candidates interviewed.

8.2. Human Resources, in coordination with Compliance Services, will confirm that all required information is recorded accurately and ensure compliance with applicable employment laws, regulations, and rules.

8.3. Upon approval of the hiring proposal by Human Resources, the hiring manager may extend a conditional offer of employment. Following the candidate's acceptance of the offer, a criminal background investigation will be initiated. Employment is contingent upon satisfactory results of the background investigation, and the individual may not commence work until the background investigation has been successfully completed. Verbal offers may be extended only after confirmation from Human Resources that all required approvals have been secured.

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

8.5. In cases of international hiring, an export control compliance check must be conducted by the Export Control Officer in Workday.

9. RETENTION OF RECORDS

All records related to the selection process are retained in accordance with the TAMU-CC Records Retention Schedule (see Appendix). This includes interview notes, electronic recordings, and all other records that document the selection

process. The hiring department will 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*

This procedure supersedes:

- *33.99.01.C1.01, Filling Staff Vacancies*

Appendix

Position Review Request Form
TAMU-CC Criminal Background Check Authorization Form
TAMU-CC Records Retention Schedule

Contact Office

Contact for interpretation and clarification:	Human Resources 361.825.2630