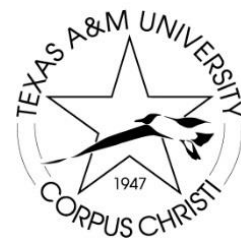


33.99.01.C0.01 Filling Staff Vacancies

Revised: January 24, 2022

Next Scheduled Review: January 24, 2027

[Revision History](#)



Procedure Summary

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 (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, sexual orientation, gender identity, 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*. This procedure provides additional guidance to hiring managers regarding the process of filling vacancies for regular, benefit-eligible staff positions.

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 system.
- 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 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 Form should be completed and approved by the division vice president when requesting a new position or increasing 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 Careers website and with the Texas Workforce Commission for a minimum of five (5) days.
- 2.5. The requisition will be the electronic source for applications and recording of subsequent actions related to the hiring decision.

3. RECRUITMENT

- 3.1. 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 will be advertised to assure the wide distribution of the position announcement and comply with the spirit and intent of the affirmative action plan for its applicant pool.
- 3.2. 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 ensures that federal, state, system, and university legal requirements for job postings are met. Advertising costs are the responsibility of the hiring department.
- 3.3. Vacancies listed on professional organization websites, journals, etc., must refer the applicant to the university's Careers website to view the full job announcement and to apply online.
- 3.4. Applicants for a posted job vacancy shall submit a TAMU-CC employment application through the online site. 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. Search firms may be retained with an option to manage the recruiting process.
- 3.5. Applications and/or résumés/vitas will not be accepted for job vacancies after the position has been closed and removed from the 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, for an additional 5-day period or longer.

4. APPLICANT REVIEW

- 4.1. 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. 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.
- 4.2. 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.
- 4.3. 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.
- 4.4. Per system regulation *33.99.01, Employment Practices*, one or more qualified veteran(s) must be interviewed, depending on the number of interviewees, unless no veterans apply for the position.

5. INTERVIEWS

- 5.1. 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.
- 5.2. 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
- 5.3. Human Resources will contact the finalist selected by the hiring manager/search committee to request a Criminal Background Check Authorization form.

6. SEARCH COMMITTEES

- 6.1. 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 nonexempt 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 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.
- 6.2. A search committee and/or search firm must comply with the applicable system policies and regulations and university rules and procedures.
- 6.3. The composition of the search committee should be diverse and include members of campus groups most closely associated with the position. The hiring manager 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.

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. Information collected should be documented and retained by Human Resources for two (2) years from the date of hire.
- 7.2. A list of questions for the reference check must be developed in advance. All references will be asked whether applicant is eligible for rehire by the current/previous employer. The recommended Pre-Employment Reference Check Form can be obtained from Human Resources.
- 7.3. Reference checks are only required on the finalist. If reference checks are conducted before interviews, a reference check must be completed for all interviewees.
- 7.4. 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.

8. HIRE RECOMMENDATION APPROVALS & JOB OFFERS

- 8.1. Upon selecting a finalist, the hiring manager will submit a hiring proposal to Human Resources for review. The hiring proposal includes documentation of search compliance and justification for finalist selection and nonselection of other candidates interviewed. Additionally, a hiring matrix is also prepared and accompanies the hiring proposal. The hiring matrix contains the list of applicants,

job requirements, any applicable preferences, and the corresponding point scoring for the criteria.

- 8.2. Human Resources checks that all required information is recorded and accurate and routes the hiring recommendation to the Employee Development & Compliance Services Department (EDCS) office for review. Once EDCS concurs with the hiring recommendation, it is routed back to Human Resources for final review and approval. This process ensures appropriate review for compliance with applicable employment laws, regulations, and rules.
- 8.3. A conditional job offer may be extended if the required criminal background investigation has been initiated and the hiring proposal has been approved by Human Resources and EDCS. 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.
- 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.

9. RETENTION OF RECORDS

All records related to the selection process are to be retained in accordance with the TAMU-CC Records Retention Schedule. 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

[Criminal Background Check Authorization Form](#)

[Position Review Form](#)

[Pre-Employment Reference Check Form](#)

Contact Office

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