Advertising and Hiring Procedures for Non-Faculty Vacancies
Office of Human Resources (revised 10/11/07)

Below is a step-by-step outline of the advertising and hiring procedures for non-faculty vacancies. If you need assistance at any time during this process, please call the Employment Office at ext. 2360.

Step 1: Hiring supervisor submits an online requisition via TAMIUWorks. Also, if the job description for the vacant position has changed, an updated Position Description Questionnaire (PDQ) must be submitted to HR.

NOTE: If you are requesting a new position, reclassification, or other change, submit the request on the TAMIUWorks requisition by providing justification and indicating where additional funds, if necessary, will come from. Also, generate a PDQ for the position.

Step 2: HR prepares a Job Vacancy Notice (JVN) and posts it online at TAMIUWorks; online at HigherEdJobs.com; with the Texas Workforce Commission; with The Texas Higher Education Coordinating Board (if administrative); and with various agencies.

NOTE: To advertise your JVN as a full ad in the local newspaper, in another newspaper, or in a pertinent journal/publication, work with HR to develop the actual ad to use. HR will provide the approved ad to the Purchasing Department. Then, work with the Purchasing Department to get pricing, generate a requisition, and have the ad placed.

NOTE: To post a vacancy on a pertinent, free Internet advertising site, ensure you use the exact wording (copy and paste) from the JVN developed by HR and that the announcement carries the statement “TAMIU is an Equal Opportunity Employer” at the end.

Step 3: Via TAMIUWorks, HR receives and reviews online applications. HR will electronically forward to the hiring supervisor the applications of those who meet the minimum qualifications advertised. The hiring supervisor can review the qualified applications by logging on to TAMIUWorks as the hiring supervisor.

Step 4: The hiring supervisor reviews all applications, then schedules and conducts interview(s). On TAMIUWorks throughout the process, the hiring supervisor enters the status of each applicant (interview pending, interviewed but not selected, not hired, reason for not being hired, etc.) as it is happening.

NOTE: Resource materials containing tips for conducting interviews and conducting reference checks are available on the HR Employment webpage under “Resources for Hiring Supervisors.” Additionally, the System online training course called “Conducting Effective Interviews” is available from HRConnect under the TRAINING tab. You can access HRConnect via Single Sign On.

Step 5: When a selection is made, the hiring supervisor ensures the final status of each applicant has been entered on TAMIUWorks (interviewed but not selected, interviewed and selected, not hired, reason for not being hired, etc.) and submits to HR a Personnel/Budget Action Form (PBAF) for the selected applicant.

NOTE: If paying above the entry of the position’s pay grade, justification is required in the “Justification/Explanation” box of the PBAF. Based on the advertised minimum qualifications of the position, indicate how the applicant exceeds those qualifications or indicate if the applicant holds the preferred qualifications that were advertised. For example, the position ad required a minimum of an Associate’s degree but the applicant holds a Bachelor’s degree; or the position ad required a minimum of 2 years experience but the applicant has 7 years experience; or the applicant’s degree is in the field indicated on the ad as preferred.

Step 6: After all statuses are entered on TAMIUWorks by the hiring supervisor and all approvals are obtained on the PBAF, HR makes the offer of employment to the individual selected, schedules the start date, and notifies the hiring supervisor when the new hire can be expected to report for work.

IMPORTANT:
- HR conducts new hire orientations once a week, either on a Monday or Thursday, whichever day was scheduled first.
- All HR forms must be typed (PDQ, PBAF).
- HR forms are available online from the HR website under FORMS.
- Hiring supervisors must ensure HR forms are routed through appropriate channels for signature before submitting to HR.