

Guide to Advertising and Hiring NON-FACULTY Vacancies

(HR Office; updated 6/26/25)

This workbook is provided to assist the hiring supervisor and/or search committee through the TAMIU advertising and hiring process. It is important that the hiring supervisor (the person making the final hiring decision) carefully reviews and understands this information at the onset of the process. For assistance at any time during the process, contact the HR Office at ext. 2365 or employment@tamiu.edu.

The following are the 5 steps in the advertising and hiring process. Detailed instructions for each step are provided further below in this guide. ****Please note that documents for items 2, 3 and 4 are required to be submitted to the HR Office at the end of the process when a selection is made.**

- Step 1:** Request to Advertise the Vacancy
- Step 2:** Review and Score Employment Applications – ****use the [HIRING MATRIX](#)**
- Step 3:** Conduct and Score Interviews – ****use the [INTERVIEW FORM](#)**
- Step 4:** Conduct Reference Checks for Finalist(s) – ****use the [REFERENCE CHECK FORM](#)**
- Step 5:** Make a Selection and Complete the Process

IMPORTANT TO REMEMBER:

- **Confidentiality** = To maintain the integrity of records and the process, ensure that throughout the process all records and information are treated with the utmost confidentiality and security. Access to such records and information is restricted to only those involved in the process.
- **Workday Entries** = It is important that *applicant statuses* and *dispositions* are updated on *Workday* throughout the process. The *applicant status* indicates where the applicant is in the process, and the *disposition* is the reason for the applicant's non-selection. For assistance, contact the HR Office at ext. 2365.
- **Resources for Hiring Supervisors** = Resource materials referenced in this workbook are available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*. Additionally, an informative System online training course called "Effective Hiring Practices" is available on TrainTraq via [Single Sign On](#).

Step 1: Request to Advertise the Vacancy

To request to advertise a vacancy, contact the HR Office at ext. 2365. The HR Office will initiate the process for you. The process will include:

1. review of the Job Description (JD)
2. generating the Requisition on *Workday* to post the vacancy and begin receiving employment applications

Besides the posting on *Workday*, the HR Office will also post the vacancy as follows at no cost to the hiring department:

- online at HigherEdJobs.com
- online at Chronicle.com
- with the Texas Workforce Commission
- with The Texas Higher Education Coordinating Board (administrative or faculty positions only)

IMPORTANT TO REMEMBER:

- **Additional Advertising** = The HR Office uses the services of *JobElephant* for posting to other advertising sites. For assistance, contact the HR Office at ext. 2365.
- **Postings Open Until Filled** = During the advertising process, postings on *Workday* are not placed "on hold." All postings will remain open until filled.

Step 2: Review and Score Employment Applications – use the **HIRING MATRIX**

Employment applications will be collected (electronically) in *Workday* without review by the HR Office. **It is the responsibility of the hiring supervisor and/or search committee to review employment applications and consider, interview, and select only qualified applicants.** A **qualified applicant** is one who: (1) meets all "Minimum Requirements" as advertised, (2) has an employment application that is fully filled out, and (3) attached all the documents requested on the posting.

To review and score employment applications, use and follow the instructions on the **Hiring Matrix** available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*, then under *Required Hiring Documents*. The **Hiring Matrix** is a quantitative (numerical) tool used to evaluate, score, and rank employment applications. After the employment applications are scored, interviews are conducted with the **highest** scoring applicants.

IMPORTANT TO REMEMBER:

- **Converting Part-Time Work Experience to Full-Time Equivalent** = When calculating an applicant's work experience, qualifying part-time experience must be converted to a full-time equivalent. For example, 1 year of part-time work is counted as 6 months of full-time work.
- **Employment Preferences:** Screen all applicants for **Veteran** and **Former Foster Child** employment preference. Such individuals will be given preference in employment with state agencies over other applicants for the same position **who do not have a greater qualification**. This info for applicants is found in *Workday* by navigating to the application then looking under "Questionnaire Results" or navigating to the posting then clicking "Review Candidates." Notify the HR Office if an employment preference is applicable and is used in your selection decision.
- **Records Retention** = At the end of the process when a selection is made, the fully completed Hiring Matrix must be submitted to the HR Office, preferably scanned and emailed to employment@tamiu.edu. The matrix must include ALL applicants who applied for the vacancy.

Step 3: Conduct and Score Interviews – use the **INTERVIEW FORM**

Based on the scores of the employment applications, schedule and conduct interviews with the **highest** scoring applicants. Use and follow the instructions on the **Interview Form** available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*, then under *Required Hiring Documents*.

Ahead of time, decide on and record your interview questions. Resources about conducting interviews and interview questions to ask and to avoid are available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*, then under *Additional Resources*.

IMPORTANT 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.
- Enter interview scores onto the **Hiring Matrix**.
- **Records Retention** = At the end of the process when a selection is made, the completed Interview Forms from each interviewer and for each interviewed applicant must be submitted to the HR Office, preferably scanned and emailed to employment@tamiu.edu. The forms must contain the questions asked, the responses given by the interviewed applicants, and the scores.

After the interview, follow the instructions on the **Interview Form** and give each interviewed applicant a score that reflects how they responded to each interview question. Reference checks are then conducted on finalists with the **highest** interview scores (or at least on the finalist you plan on selecting).

Step 4: Conduct Reference Checks for Finalist(s) – use the REFERENCE CHECK FORM

Conduct reference checks on finalists with the **highest** interview scores (or at least on the finalist you plan on selecting). Use and follow the instructions on the **Reference Check Form** available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*, then under *Required Hiring Documents*.

Ahead of time, decide on and record your reference check questions. Resources about checking references and appropriate reference check questions are available on the [HR webpage](#) under *Employment*, then under *Resources for Hiring Supervisors*, then under *Additional Resources*.

IMPORTANT TO REMEMBER:

- Ask the same questions for each reference check.
- If you plan to contact a finalist's current employer, ensure you inform the finalist ahead of time.
- Be cautious when considering information about a finalist from social media or general Internet searches. Such sources may disclose information that is not true or inappropriate/illegal for consideration.
- Enter reference check scores onto the **Hiring Matrix**.
- **Records Retention** = At the end of the process when a selection is made, the completed **Reference Check Form** for each reference check conducted must be submitted to the HR Office, preferably scanned and emailed to employment@tamiu.edu. The forms must contain the questions asked and the responses given by the references.

Step 5: Make a Selection and Complete the Process

At this time, again consider any finalist with **Veteran** or **Former Foster Child** employment preference designation. Before deciding on your selection, ensure the reasons for not selecting all other interviewed applicants concur with the scores reflected on the Hiring Matrix.

[USE THE FOLLOWING CHECKLIST TO ENSURE YOU COMPLETE ALL REQUIRED STEPS IN THE HIRING PROCESS](#)

___ **NOTIFY HR:** Notify the HR Office of the selection. Inform the HR Office if a **Veteran** or **Former Foster Child** employment preference is applicable and is used in your selection decision. For faculty vacancies, provide the HR Office a copy of the job offer letter, signed/accepted by the selected candidate.

___ **WORKDAY ENTRIES:** In *Workday*, enter any pending *applicant statuses* and *dispositions*. The *applicant status* indicates where the applicant is in the process, and the *disposition* is the reason for the applicant's non-selection. For assistance with these *Workday* entries, contact the HR Office at ext. 2365.

___ **HIRING MATRIX:** Submit to the HR Office the fully completed Hiring Matrix, preferably scanned and emailed to employment@tamiu.edu. The matrix must include ALL applicants who applied for the vacancy.

___ **INTERVIEW FORMS:** Submit to the HR Office the completed Interview Form(s) from each interviewer and for each applicant interviewed, preferably scanned and emailed to employment@tamiu.edu. The forms must contain the questions asked, the responses given by the interviewed applicants, and the scores.

___ **REFERENCE CHECK FORMS:** Submit to the HR Office the completed Reference Check Form(s) for each reference check conducted, preferably scanned and emailed to employment@tamiu.edu. The forms must contain the questions asked and the responses given by the reference(s).