



# Standard Administrative Procedure (SAP)

## 33.99.01.L1.01 Hiring Procedures for Non-Faculty Positions

First Approved: December 3, 1997  
Revised: September 28, 2016  
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### Procedure Statement and Reason for Procedure

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Texas A&M International University (TAMIU) shall follow consistent hiring procedures that ensure equal employment opportunity for all applicants of budgeted positions, allow for uniform reporting procedures, and comply with Texas A&M University System (TAMUS) policies and federal and state laws and regulations.

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### Procedures and Responsibilities

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#### 1. REQUIREMENTS

- 1.1 This procedure is to be followed by hiring managers to fill regular, budgeted staff vacancies.
- 1.2 Hiring managers must comply with all requirements of System Regulation 33.99.01, Employment Practices.
- 1.3 All budgeted vacancies will be listed online in TAMIUWorks by the Office of Human Resources (HR).
- 1.4 All applicants for a vacant budgeted position must apply through TAMIUWorks for referral to the hiring supervisor.
- 1.5 Offers of employment will be contingent upon (1) the hiring department's compliance with employment policies and procedures and all applicable federal and state laws and regulations and (2) the applicant's meeting at least the minimum qualifications for the vacant position. Applicants for vacant, budgeted positions will not be processed into the TAMIU payroll unless proper hiring procedures are followed.

- 1.6 Any exceptions to these requirements must be approved by the president. Procedures relating to employee promotions and/or transfers can be found in TAMIU Procedure 33.99.04.L1.01, Promotions, Transfers, Reclassifications, Voluntary Moves, and Demotions.

## **2. ROUTING AND APPROVALS**

- 2.1 Departments will initiate a request to fill a vacant position by logging into TAMIUWorks and begin the appropriate position description action: Modify a Position Description or New Position Description.
- 2.2 The request will route to the hiring manager (if the hiring manager has not initiated the request), to the budgetary unit head, and then to the division vice president.
- 2.3 After the approval from the division vice president, the request will route to HR.
- 2.4 HR will review the position description and justification to ensure there is a logical and defensible basis for hiring which is compliant with applicable rules and regulations. HR will consult with the hiring manager if there are any recommended changes to the position description.
- 2.5 If the position is funded by grant monies, HR will route the request to the grant officer for review and approval.
- 2.6 HR will route to the director of budget, payroll, and fiscal analysis for approval.
- 2.7 If this is a new position, with the exception of temporary positions, HR will route to the president for approval.
- 2.8 HR will approve the position description after ensuring that all necessary approvals have been granted.

## **3. POSTING A POSITION**

- 3.1 Upon approval of a position description action, HR will create a posting in TAMIUWorks (Applicant Tracking) and post the vacancy on the TAMIU website and with the Texas Workforce Commission. Administrative postings are generally placed on the Higher Ed Jobs website as well. The information that was entered on the position description will be transferred to the posting. The posting will be the electronic source for applications and recording of subsequent actions related to the hiring decision.

## **4. RECRUITMENT**

- 4.1 HR will review the requests for placement of a vacancy announcement in newspapers, on electronic job boards, and other publicly viewed media to ensure that federal, state, and TAMIU legal requirements for job postings are met.

- 4.2 Vacancies listed on professional organization websites, journals, etc., must refer the applicant to the TAMIUWorks website to view the complete job announcement and to apply online.
- 4.3 Applications may not be accepted for job vacancies after the position has been closed/removed from the TAMIUWorks website. A previously closed vacancy posting may be re-opened for an additional 5-day period or longer if requested by the hiring manager.

## **5. SELECTION**

- 5.1 HR will provide all hiring managers with resources to assist with the hiring process including interview and reference check forms, interview question guides, a hiring matrix, and new hire orientation schedules. These resources can be found on the HR website under the “Resources for Hiring Supervisors” tab.
- 5.2 Hiring decisions shall be based on job-related factors such as required or preferred education, experience, knowledge, skills, abilities, license(s), certification(s), results of reference checks, and success in previous employment.
- 5.3 The hiring manager or search committee is responsible for the consistent application of established criteria in the review of the applicants’ qualifications. Hiring managers/search committees will review applications received and select the top applicants to interview based on the qualifications outlined in the job posting and the position description content.
- 5.4 Throughout the selection process, the hiring manager/search committee chair or other assigned individual should work with HR to update the status of the applications in TAMIUWorks. For each qualified applicant removed from further consideration, a valid, job-related reason for non-selection must be recorded in the applicant’s status in TAMIUWorks.

## **6. INTERVIEWS**

- 6.1 After reviewing all qualified applicants, the hiring manager/search committee will identify the best qualified applicants to interview.
- 6.2 The hiring manager/search committee will develop a list of questions in advance which will be 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 hiring manager/search committee will follow the Texas Government Code, Chapters 657 and 672 which state that an individual who qualifies for a veteran’s status or former foster child status is entitled to preference in employment over other applicants for the same position who do not have a greater qualification. With respect to administering the veteran’s preference, for each announced open position, the hiring manager/search committee will interview according to the following:

- 6.3.1 If six or fewer applicants are chosen for an interview, an applicant qualified for veteran's preference must be interviewed.
- 6.3.2 If more than six applicants are interviewed, 20% of the interviewees must claim veteran's preference.
- 6.3.3 For an announced, open position that does not yield applicants who qualify for a veteran's preference, Sections 6.3.1 and 6.3.2 do not apply.

## **7. SEARCH COMMITTEES**

- 7.1 A hiring manager may choose to form a search committee to assist with the evaluation of the applicants. The hiring manager generally selects the committee chair followed by the selection of others to serve on the committee. A search committee may be made up of staff, administrators, faculty, and students, as appropriate. The search committee will typically assist with assessing the qualifications of each applicant, interview applicants, check references, and submit a list of recommendations to the hiring manager. The hiring manager is responsible for making the final selection.
- 7.2 A search committee must comply with the applicable TAMUS policies and TAMIU rules and procedures.
- 7.3 The search committee membership will be reported to HR for access to the applicant information in TAMIUWorks.

## **8. REFERENCE CHECK AND EMPLOYMENT VERIFICATION**

- 8.1 [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 in the HR file for posted positions for two years from the date of hire. A list of questions for the reference checks should be developed in advance. Hiring managers may utilize the reference check form found on the HR website. Reference checks are only required on the finalist. All reference checks must be documented.

## **9. JOB OFFERS AND HIRES**

- 9.1 Upon selecting a finalist and entering the status update in TAMIUWorks, the hiring manager will submit the hiring matrix, completed interview forms and reference checks to HR. The HR generalist will check that all required information is recorded and accurate. The Background Check Authorization Form received from the finalist will be sent to the University Police Department or background check provider to conduct the check.
- 9.2 A job offer will be extended only if an acceptable criminal background check has been received. The job offer will be made by HR.
- 9.3 Upon acceptance of the job offer, HR will confirm the available start date, salary, and orientation date and time with the new hire.

9.4 The hiring manager will be notified by HR.

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## **Related Statutes, Policies, Regulations, or Rules**

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[System Regulation 33.99.04, Promotions, Transfers and Voluntary Moves](#)

[TAMIU Procedure 33.99.04.L1.01, Promotions, Transfers, Reclassifications, Voluntary Moves, and Demotions](#)

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## **Contact Office**

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Office of Human Resources, 956-326-2365