



Angelo State University
Operating Policy and Procedure

OP 52.21: Faculty and Staff Job Posting and Hiring Process

DATE: September 22, 2016

PURPOSE: The purpose of this Operating Policy and/or Procedure (OP) is to establish the university's policy and procedures on job posting and the hiring process.

REVIEW: This OP will be reviewed in April every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by May 15 of the same year.

POLICY/PROCEDURE

It is the policy of the university that job posting and recruitment activities for all positions will be conducted in accordance with the university's policies on equal employment opportunity and affirmative action.

After a position has been posted, hiring managers/search committees must follow specific procedures for accessing applicants for employment, interviewing, and selecting a final candidate. The policy and procedure outlined below is to ensure that the university is in compliance with federal and state mandated equal employment opportunity laws and statutes with regards to all personnel activities.

Angelo State University will not discriminate against any employee or applicant for employment because of sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics. The university will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment without regard to their sex (including pregnancy), race, color, national origin, religion, age, disability, status as a covered veteran, genetic information, sexual orientation, gender identity, or other protected categories, classes, or characteristics. Such action shall include, but is not limited to, the following employment transactions: promotion, upgrading, demotion or transfer; recruitment or recruitment advertising, employment; lay-off or termination; rate of pay or other forms of compensation; and selection for training, including apprenticeship.

1. Job Posting Procedure

a. Job Posting Provisions

- (1) Job posting, as defined by this policy, is the posting of a specific job to include job title, description, qualifications, job posting number, and application instructions. Copies of the job postings are available on the University Employment System site at <http://employment.angelo.edu>.

- (2) Job postings will be prepared by the hiring department in conjunction with Human Resources based on information such as job and position descriptions.
- (3) All job postings will be created in the University Employment System by the hiring department in conjunction with the Office of Human Resources. The Employment System will route the job posting through the appropriate approval queues within the division of the university for review and approval. During this approval process, each approver will review the posting to ensure that all internal and state mandated requirements are met with regards to the posting process.
- (4) Job postings will remain open until filled or until the application deadline has expired or upon request by the hiring department to close the position.
- (5) At the discretion of the president and vice presidents, all vacant positions can be deemed subject to justification by the vice presidents and president prior to being approved through the posting process.

b. Internal Job Postings for Staff Positions

Angelo State University supports the professional development and career advancement of university employees. As such, the university encourages internal candidates to apply for open positions. All job postings are open to internal candidates. At the discretion of the president and vice presidents, the Office of Human Resources can limit the review of job postings and the application process to only current employees who are interested in the open positions within the university.

- (1) Under the direction of the president and the vice presidents, the director of human resources will ensure that appropriate job postings for approved positions will be posted internally for at least 10 business days prior to being posted for view by external applicants.
- (2) When it is determined that the job posting process will be opened up to internal candidates prior to searching for external candidates, the campus will be notified of this process. This notification to the campus will include instructions regarding the review of open positions and the procedure for applying for these internal postings.
- (3) Internal applicants must meet the minimum qualifications for the open position; however, meeting minimum qualifications does not guarantee an interview.
- (4) Internal applicants must have a satisfactory record of employment.
- (5) Eligible and interested employees should submit an application and other required materials to be considered for the open position.
- (6) Graduate students, undergraduate students, and temporary employees are not eligible to be hired for internal job postings.
- (7) Employees who express interest in different positions within the university will not jeopardize their current positions or future opportunities.

- (8) Any internal candidate who is selected for a position is subject to appropriate internal policies and state statutes concerning the selection of individuals for employment and the transfer of an employee from one department to another.
- (9) If it is determined by the vice president and the director of human resources that a job position should be posted internally prior to searching for external applicants, any deviation from this process will require approval from the vice presidents.

c. External Job Postings for All Positions

- (1) The appropriate vice president and the director of human resources will determine which open positions will be posted externally. Certain job postings will be made available to internal candidates prior to being posted for view by external candidates.
- (2) Jobs for which Angelo State University is seeking external applicants must be posted, at a minimum, on the university website, and with the Texas Workforce Commission's online job posting site (www.workintexas.com).
- (3) If deemed appropriate by the president and vice presidents, all staff positions must go through the Internal Job Posting requirements prior being posted as an external job posting.
- (4) All external job postings must meet all levels of approval, including the position justification process with the vice presidents and/or president if appropriate, prior to being posted.

d. Recruitment

Recruitment is defined as all activities related to attracting potential job applicants, soliciting applications for specific job vacancies, marketing the university as an employer and including, but not limited to the following:

- (1) Job fairs;
- (2) Newspaper and publication advertisements;
- (3) Direct mail campaigns;
- (4) Search firms;
- (5) University or other websites;
- (6) Television or radio ads;
- (7) Professional conferences, seminars or meetings;
- (8) Recruitment packets;
- (9) Employee referrals;

- (10) E-mail campaigns or solicitation;
- (11) Access to job resume data banks
- (12) Social media websites and applications

Solicited and unsolicited applications and resumes, without a valid job position vacancy, cannot be accepted or considered for future job openings until a job vacancy exists. All recruitment activities must comply with the university's policies on equal employment opportunity and affirmative action.

e. Job Posting Procedures

All job postings, both internal and external, are subject to the appropriate approval process that is structured within the Employment System. The director of human resources is authorized to make any exceptions to this provision when in the best interests of the university, where a resource exigency exists, and where there is minimal impact on the university's good faith effort and due diligence to comply with its equal employment opportunity and affirmative action policies.

The procedures to post a job are as follows:

- (1) In conjunction with the Office of Human Resources, the hiring department must create a posting via the Employment System and follow all appropriate steps of approval as outlined within this system. Recruitment instructions are provided by the department, however the Office of Human Resources may, at its discretion, determine appropriate recruitment methods.
 - (a) All postings are subject to the appropriate justification as described earlier in this policy.
 - (b) If appropriate, all postings are subject to the internal posting requirements prior to proceeding with a posting for view by external candidates.
- (2) After a job posting has been approved through the Employment System, the posting will be placed on the University Employment Site, and the Texas Workforce internet job board.
- (3) Job postings will be placed on other recruitment sources upon the recommendation of the hiring department and Human Resources.
- (4) Postings will be listed for a minimum of 10 full working days.

2. Hiring Managers, Search Committees, and Advisory Committees

The hiring manager is typically solely responsible for the selection process. On occasion, the hiring manager may incorporate the support of an advisory committee. In the event that the position that is being filled requires input from many areas of the campus or requires collaborative input from different levels of expertise, a search committee may be established.

a. Hiring Manager

The hiring manager is responsible for initiating job openings, reviewing applicants, interviewing applicants, and making the final hiring decision. Hiring managers must review the Selection Process Training, provided by Human Resources, prior to initiating the process of hiring for an open position.

b. Advisory Committee

A advisory committee is a group of individuals that consult with the hiring manager regarding open positions, but that are not directly involved in recruiting or screening of candidates for the position. Advisory committee member may review the Selection Process Training, but are not required to do so.

c. Search Committee

A search committee is a group of individuals formed by the hiring manager to be responsible for the search process. All search committee members must review the Selection Process Training, provided by Human Resources, prior to initiating the process of hiring for an open position. The hiring manager is responsible for ensuring that all search committee members have reviewed the Selection Process Training. At the completion of the process, the search committee is responsible for making the hiring recommendation to the hiring manager.

3. Reviewing Applicants and Interviewee Selection

- a. The hiring manager/search committee must complete the *Applicant Screening Matrix for Interview Selection form* to rate the applicants and determine which candidates qualify for an interview.
- b. All applicants for the position must be rated using the *Applicant Screening Matrix*.
- c. Prior to scheduling interviews, forward completed *Applicant Screening Matrix for Interview Selection form* to Human Resources (along with interview questions) for review.
- d. Human resources must review the matrix for state mandated Equal Employment Opportunity compliance. Email completed form to hr@angelo.edu. Typical turnaround time for human resources response will be 24-48 hours.

4. Approval Process for Interview Questions

- a. The hiring manager/search committee should develop job interview questions based on the job criteria.
- b. The hiring manager/search committee must submit interview questions to the Office of Human Resources (along with *Applicant Screening Matrix*) for review.
- c. Human resources must review interview questions for state mandated Equal Employment Opportunity compliance. Email completed form to hr@angelo.edu. Typical turnaround time for human resources response will be 24-48 hours.
- d. The hiring manager/search committee can then schedule and conduct job interviews.

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- e. The hiring manager/search committee must complete the *Hiring Matrix Post Interview* form to rate interviewees.

5. Post Interview and Candidate Selection Procedures for Staff Positions

- a. Once a candidate is selected, the hiring manager/search committee must complete the New Hire Staff Employee ePAF (or Transfer ePAF), and submit the *Hiring Matrix Post Interview* to Human Resources. Allow at least 7 business days between the date the paperwork is submitted and the proposed date of hire.
- b. New hourly staff employees may have a beginning employment date of either the 1st or 16th of the month. Hiring managers are encouraged to start new salaried staff employees on the 1st of the month.
- c. Human resources will conduct a security background check. If the position requires a degree, ask the applicant to request their official college transcripts, and have them sent to human resources
- d. Once background checks and transcripts have been completed and received, human resources approves the ePAF.
- e. The Budget Office will then review funding and approve ePAF.
- f. Once the ePAF has been fully approved, the hiring department may make a formal job offer to the selected candidate.
- g. If the offer is accepted, the hiring manager/search committee should advise the candidate to read and follow instructions in the Welcome New Employee link on the human resources' homepage. Human resources will contact the hiring department to setup the new employee orientation meeting.
- h. The hiring manager/search committee should inform the New Employee that they must visit human resources on or near their first day of employment to complete the required employment paperwork.

6. Post Interview and Candidate Selection Procedures for Faculty Positions

- a. Once a candidate is selected, the hiring manager/search committee should follow the hiring guidelines set forth by the Office of the Provost/Academic Affairs.
- b. Human Resources will conduct a security background check.
- c. The hiring manager/search committee must send the completed *Hiring Matrix Post Interview* to Human Resources. Human resources must review the *Hiring Matrix Post Interview* for state mandated Equal Employment Opportunity compliance. Email completed form to hr@angelo.edu.
- d. The hiring manager/search committee should advise the candidate to read and follow instructions in the Welcome New Employee link on the human resources' homepage. Human resources will contact the hiring department to setup the new employee orientation meeting.

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- e. The hiring manager/search committee should inform the New Employee that they must visit human resources on or near their first day of employment to complete the required employment paperwork.

7. Forms and Procedures

All related forms and procedures are available on the Office of Human Resources channel on RamPort at <https://ramport.angelo.edu>.