

## Guidance Document

### Recruiting and Selection of Non-Faculty Positions

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#### Statement

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Texas A&M University (TAMU) which includes The Texas A&M Health Science Center (TAMHSC), and branch campuses Texas A&M University at Galveston (TAMUG) and Texas A&M University at Qatar (TAMUQ) follow consistent recruiting and selection procedures that ensure equal employment opportunity for all applicants for budgeted and temp/casual positions, allow for uniform reporting procedures, and comply with System Policies and federal and state laws and regulations.

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#### Guidance

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#### 1. POSITION ANNOUNCEMENTS AND EMPLOYMENT OFFERS

- 1.1 Job Requisitions will be created in Workday for all budgeted and temp/casual positions, with the exception of faculty-equivalent research positions noted in Section 1.2 below. Job Requisitions will be posted in the following manner:
  - 1.1.1 Internally in Workday for at least five calendar days and available only to current employees of the Texas A&M University System; or
  - 1.1.2 Internally and externally in Workday. Positions posted externally will be automatically posted for a minimum of five calendar days on the Texas Workforce Commission's job website.
- 1.2 Faculty-equivalent research positions may be posted in the following manner:
  - 1.2.1 As stated in Section 1.1 above; or
  - 1.2.2 By submitting a [Research Position Posting Request Form](#) to the Division of Research to be posted with the Texas Workforce Commission's job website.
- 1.3 Positions may also be filled by current budgeted employees without posting by approved internal promotion or transfer as defined in University Rule 31.01.01.M7, *Employee Compensation Administration* and University SAP 31.01.01.M7.03, *Internal Promotions & Transfers of Non-Faculty Employees*.

- 1.3.2 Positions which will be filled by returning employees who had filled the exact same position, have been on the assigned break from service as specified for their specific position (i.e. nine (9) month employees such as Transit Drivers) may be filled without posting.
- 1.3.3 Temp/casual positions may be filled without posting if the position will be filled by a current employee in the same department.
- 1.4 All applicants for a posted budgeted or temp/casual position must apply online through Workday or other listed method as noted on the posting for possible referral to the hiring supervisor.
- 1.5 Any external job postings created outside of Workday must be listed with the appropriate Human Resources office who will manually post the position to the Texas Workforce Commission's job website for a minimum of five calendar days.
- 1.6 Student positions (undergraduate and graduate level) are excluded from the posting requirements contained in this Guidance Document. Departments may directly transfer a student employee into a temp/casual position without posting the temp/casual position under the following circumstances:
  - 1.6.1 The student employee can no longer be employed in a student title due to a graduation or other circumstances that prevent a student title from continuing to be used, and
  - 1.6.2 The employing department has a business need to continue the former student's employment in the same capacity without a break in service, and
  - 1.6.3 The employment is in a temp/casual position not to exceed a duration of 4.5 months, no matter the hours worked.
- 1.7 Offers of employment and subsequent processing in Workday will be contingent upon:
  - 1.7.1 The hiring department's compliance with employment policies and procedures and all applicable federal and state laws and regulations; and
  - 1.7.2 The applicant's meeting at least the minimum qualifications for the position.
- 1.8 Employment decisions that would be counter to this procedure will normally not occur. However, if exceptional situations exist, the hiring supervisor may request approval to hire through the Vice President, through the Division of Human Resources and Organizational Effectiveness to the President. The posting requirement under Section 1.3.3 of System Regulation 33.99.01 *Employment Practices* cannot be waived.

## 2. RESPONSIBILITIES

- 2.2 The Human Resources office is responsible for:
  - 2.2.1 Developing, maintaining, and communicating detailed procedures, instructions, and guides to departments for use in the recruiting and selection process utilizing websites, workshops, handbooks, and other methods of communication.
  - 2.2.2 Assisting departments in developing consistent, job-related selection procedures;
  - 2.2.3 Posting and unposting job requisitions;
  - 2.2.4 Conducting criminal background checks and US degree verification/professional license checks as required;
  - 2.2.5 Ensuring that all organizational selection choices meet the requirements of all federal and state laws and regulations;
  - 2.2.6 Monitoring the recruiting and selection of employees to ensure full support of the hiring organization's Affirmative Action Plan.
  
- 2.3 Hiring organizations are responsible for:
  - 2.3.1 Preparing and using position descriptions throughout the recruiting and selection process;
  - 2.3.2 Preparing job requisitions in Workday for posting to online career site for budgeted and temp/casual positions;
  - 2.3.3 Following consistent, job-related recruiting and selection procedures as found in the additional guidelines, information, and training on selection procedures on the Division of Human Resources and Organizational Effectiveness website and the *Effective Hiring Practices* course found on TrainTraq;
  - 2.3.4 Listing positions with the appropriate Human Resources office (if not posted through Workday) or through the Division of Research (if applicable);
  - 2.3.5 Selecting qualified applicants based on the parameters established in a comprehensive posting by:
    - 2.3.5.1 Ensuring all experience (including military experience) is verified if used in the selection decision;
    - 2.3.5.2 Ensuring a Criminal Background Check is successfully completed as described in SAP 33.99.14.M1.01 *Criminal History Record Information – Non-Faculty Employees and Applicants*;
    - 2.3.5.3 Ensuring that a veteran and/or former foster child preference is verified if used as part of the selection decision;
    - 2.3.5.4 Ensuring degrees/licenses are verified as described in SAP 33.99.01.M0.02, *Credential Verification for Non-Faculty Employees*;

- 2.3.6 Ensuring copies of documents related to the selection process have been provided to the appropriate Human Resources office or to the Division of Research (if applicable) per the specified selection practice and system for each position listed in accordance with the respective retention periods in the System Records Retention Schedule.
- 2.3.7 Conducting appropriate and timely Workday onboarding, orientation and training for the newly hired employee, including assignment of training as required by law, system policy or regulation, or university rule.

### 3. CREDENTIAL VERIFICATION

- 3.1 System Regulation 33.99.01 *Employment Practices* and University SAP 33.99.01.M0.01 *Recruiting and Selection of Non-Faculty Positions* provide basic guidance for the recruiting and selection practices of the university.
- 3.2 If a position requires a secondary degree(s) and/or a professional license or the applicant/employee claims to have it, the credential will be verified before an initial hire or change in current employment will be effective. In the case of multiple degrees, the highest degree level will be verified.
- 3.3 Credentials will be verified in the case of initial employment, reclassifications, promotions, and transfers as applicable.
- 3.4 Credentials from foreign institutions will be verified by departments and they will be responsible for establishing a standard to apply.
- 3.5 Authority is designated to the Vice President of Human Resources and Organizational Effectiveness (HROE) or their designee to implement and make final decisions on this procedure and any associated practices.
- 3.6 The appropriate Human Resources office will conduct U. S. credentials checks for TAMU, TAMUG, and TAMUQ.

### 4. VERIFICATION PROCEDURES

- 4.1 If a credentials check is required, the appropriate Human Resources (HR) office will follow these steps:
  - 4.1.1 If the credential is a secondary degree, the check will be done utilizing the National Student Clearing House (NSCH). If the stated institution does not participate in the NSCH, the HR office will attempt to verify the degree by any one or combination of methods below:
    - 4.1.1.1 Contacting the institution directly and/or;
    - 4.1.1.2 Contacting the hiring or current department to request assistance in obtaining additional information.

- 4.1.2 If all requirements for a degree/professional license have been met but the degree/professional license is not yet awarded and noted on NSCH records or appropriate licensing source, it will be reported to the department. The department may continue with or rescind the contingent offer based on that report. The verification will be noted as pending and the HR office will follow up with the NSCH to ensure receipt. Should the degree/professional license remain unverifiable after ninety (90) days, that individual will be terminated or the employment action reversed in the case of a current employee. Current employees may be subject to disciplinary action, up to and including termination for falsification of information for these purposes.
  - 4.1.3 If the license is a professional license and is required for the position, the hiring department will use the appropriate source to verify the license and provide the appropriate HR office with the result.
  - 4.1.4 Document the verification process. The verification will be maintained in accordance with university retention rules.
  - 4.1.5 The Head of HR for the appropriate HR office will make the final decision in cases where the validity of a credential is in question.
- 4.2 The appropriate Human Resources office will notify the department of the credentials verification result.

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## **Related Statutes, Policies or Requirements**

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[System Regulation 33.99.01: \*Employment Practices\*](#)

[System Regulation 31.01.01: \*Compensation Administration\*](#)

[System Regulation 33.99.04: \*Promotion, Transfer and Voluntary Moves\*](#)

[System Regulation 33.05.02: \*Required Employee Training\*](#) (the requirements are on the table on last page)

[System Regulation 33.99.14 \*Criminal History Record Information Employees and Applicants\*](#)

[University Rule 33.99.14.M1 \*Criminal History Record Information-Employees and Applicants\*](#)

[University Rule 31.01.01.M7 \*Employment Compensation Administration\*](#)

[University SAP 33.99.01.M0.02 \*Credential Verification for Non-Faculty Employees\*](#)

[University SAP 31.01.01.M7.03 \*Internal Promotions & Transfers of Non-Faculty Employees\*](#)

## **Contact Office**

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For more information or clarification for this Guidance, contact Recruitment and Workforce Planning at (979) 845-5154 or [jobs@tamu.edu](mailto:jobs@tamu.edu).

For questions regarding recruiting and selection of non-faculty positions for TAMUG, please contact TAMUG Human Resources at (409) 740-4532 or [hr@tamug.edu](mailto:hr@tamug.edu).

For questions regarding recruiting and selection of non-faculty positions for TAMUQ, please contact TAMUQ Human Resources at [hr@qatar.tamu.edu](mailto:hr@qatar.tamu.edu).

For questions regarding recruiting and selection of non-faculty positions for TAMHSC, please contact TAMHSC Human Resources at (979) 845-1565 or [hschr@tamu.edu](mailto:hschr@tamu.edu).

For questions regarding recruiting and selection of faculty-equivalent research personnel, contact the Division of Research at (979) 845-1882 or [rpa-form@tamu.edu](mailto:rpa-form@tamu.edu).

**OFFICE OF RESPONSIBILITY:** [Human Resources and Organizational Effectiveness](#)