

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Human Resources Policy E-1
Staffing

- SUBJECT:** Policy Statement and Procedures for Staffing of Non-Faculty Positions.
- PURPOSE:** To establish a standard process and set the tone of commitment for staffing and promoting to assure compliance with the affirmative action plan, equal employment opportunity, and enhance diversity in accordance with guidelines established by the Texas State University System, Texas Higher Education Coordinating Board, Texas Commission on Human Rights, Texas Educational Opportunity Plan, and State and Federal Laws and Regulations.
- POLICY:** It is the policy of Sam Houston State University to fill every position with the best suited person available without regard to race, color, religion, sex, national origin, age, disability, or status as a veteran. This policy mandates that a vigorous effort shall be made by all persons responsible for hiring to adhere to the affirmative action plan, equal employment opportunity, and the philosophy of developing a richness of diversity.
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1. Hiring Procedures

The following steps will be followed when hiring staff employees:

a. Announcement of Vacancy

To assure equal employment opportunity Sam Houston State University will make public all job openings for which outside applicants will be considered. This requires the posting of vacancies for five (5) days on the SHSU Human Resources Department website (www.shsu.edu/hr), the Texas Workforce Commission (TWC) website, and other applicable medium.

- (1) A Personnel Requisition Form must be completed in the hiring department and forwarded to the Human Resources Department with appropriate approvals.
- (2) The Human Resources Department staff will prepare the Announcement of Vacancy and post it on the bulletin board.
- (3) A copy of the Announcement of Vacancy will be sent to the contact person named in the Personnel Requisition Form to confirm the job opening is official.

b. Recruitment of Applicants

The Human Resources Department staff will handle all recruitment activities unless approved in advance by the Director of Human Resources. All recruitment activities will be based on the criteria stated in the position's Announcement of Vacancy and will remain consistent with all hiring procedures stated in this policy.

- (1) Routine recruitment efforts include posting on the Human Resources Department bulletin board, posting on the Human Resources home page on the internet, listing with the Texas Workforce Commission (TWC), and the job line.

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- (2) Recruitment efforts such as out-of-town advertisements, recruitment trips, and Job Fairs should be used when the availability of qualified applicants is insufficient, or to facilitate attainment of Affirmative Action Plan goals. Advertisements will be approved in advance by the Human Resources Representative.

c. Selection

Only individuals who have completed and submitted the official employment application or internal staff transfer forms, will be considered and screened by the Human Resources Department staff.

- (1) The Human Resources Representative will review the applications to determine which applicants meet the minimum requirements for the position. This review will consist of comparing each applicant's education, experience, and training, to the minimum requirements indicated on the position announcement or vacancy notice; and where applicable the combination of education, experience, and training as indicated in the announcement.
- (2) The Human Resources Representative will refer all of the applicants meeting the minimum requirements to the hiring supervisor. The hiring supervisor will decide the group of applicants who will be interviewed. The hiring supervisor will use a screening tool or matrix, to evaluate the applicants based on the required knowledge, skills, abilities, experience and education as outlined in the job vacancy notice. All qualified applicants will be considered. The screening tool or matrix is part of the record that will be maintained to indicate the disposition of each applicant at this step.
- (3) The hiring supervisor and Human Resources Representative will work together to develop interview questions that cover objective, job related criteria, and inquire about each applicant's knowledge and competencies to perform the job. Interview questions should be the same for each applicant, strictly job related, and meet legal standards. The Human Resources Representative will provide hiring supervisors with examples of appropriate and inappropriate questions to be used as a guideline and training tool during the hiring process.
- (4) During the interview process, the hiring supervisor will use the screening tool or matrix to rate the applicants interviewed. From the group interviewed, and in counsel with the Human Resources Representative, the hiring supervisor will select the applicant to which the job offer will be extended. The selected applicant's begin date should be effective at the beginning of the pay period. If the selected applicant is an internal applicant bidding on the job, the Human Resources Representative will then arrange the transfer with the department head. The transfer should be effective at the beginning of one of the next two pay periods that is nearest in time to ten (10) working days.

d. Job Offer

The hiring department supervisor may make the job offer only after confirming with the Human Resources Representative that the following pre-offer procedures have been satisfied:

- (1) All paperwork related to making application for employment is complete.
- (2) The hiring supervisor has completed the Applicant Evaluation process, and forwarded the completed forms to the Human Resources Representative. The Payroll Action Form and any required attachments are forwarded through administrative approval channels to the Human Resources Department.
- (3) The security clearance has been completed.
- (4) The EEO/AAP review is complete and approved by the Director of Human Resources.

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- (5) The job offer is approved by the appropriate Vice President or his/her designated representative.

2. Search Committees

A search committee may be used for Administrative and Professional staff positions. When a search committee is used, the Director of Human Resources or his designated representative serves as a contact for policy and procedural clarification. The search committee will use the criteria stated in the position's Announcement of Vacancy and will follow all hiring procedures stated in this policy.

3. Internal Promotions Within a Work Group

Internal promotions to vacant positions within a work group will not follow the preceding hiring procedure. The supervisor nominates a subordinate for promotion to a vacant position within his/her supervisory authority by submitting the Personnel Requisition form and the request for promotion to the Human Resources Representative. Provided the employee is eminently qualified and satisfies all University review procedures and standards, the promotion will be recommended for approval. If approved, the supervisor will skip to the Job Offer step (1. d.) of the hiring procedures.

4. Temporary and Emergency Appointments

- a. Temporary appointments may be granted with prior approval of the appropriate Vice President and the Director of Human Resources.
- b. Emergency appointments may be granted when there is an overwhelming or legitimate business emergency. The hiring supervisor will provide the reason requesting the emergency hire and must obtain the prior approval of the appropriate Vice President and the Director of Human Resources.

5. Student Positions

Student employees must be here primarily for the purpose of going to school and hold a position which is classified as a student job. They must be currently enrolled at SHSU, and should carry at least six (6) semester hours during each long semester. To be eligible to work during the summer if not enrolled, they must have been enrolled as described above during the preceding Spring semester, or registered for the next Fall semester. Enrollment in correspondence courses does not qualify as eligible semester hours for student employment.

6. Faculty Appointments

See Academic Policy Statement 800114, Academic Instructional Staffing.

7. New Employee Benefits Orientation

All benefits eligible employees should attend a New Employee Benefits Orientation group session on or before their first active duty date, to be properly placed on the payroll and enrolled in insurance and retirement programs (see Human Resources Policy E-5, New Employee Benefits Orientation).

Reviewed by: Ted E. Michael, Director of Human Resources – 11/01/2007

Next review: 11/01/2008