**HIRING PROCESS FOR STAFF**

Posting, Referral, and Offer Process

A.    Job notices will have a ten (10) day minimum posting to include one weekend for greater recruiting exposure.  All job postings must be approved by the Office of Human Resources.

B.    All job postings will be open until filled or have a closing date ***usually*** no longer than 30 days or determined by request of the hiring department.

C.    Hiring departments not satisfied with applicant quality may request re-posting no earlier than (10) days after a position has closed.

 D.    Applications for staff postings should be submitted through the online applicant tracking system (iRecruitment). Applicants may create their profile at <https://careers.twu.edu>.

E.    Online applications for staff positions are available immediately by the hiring department and search committee members.

F.    **Employment Preferences**

**Veteran’s Employment Preference**

In accordance with Texas Government Code, Section 657.002 individuals that qualify are eligible for a Veteran’s Employment Preference. Qualifying individuals are veterans, veterans with a disability whose disability is service connected, a veteran’s surviving spouse who has not remarried or an orphan of a veteran if the veteran was killed while on active duty.

The required preference does not compel Texas Woman’s University to appoint an individual who qualifies for a Veteran’s Employment Preference. Individuals who qualify for a Veteran’s Employment Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. If Veteran’s Preference is granted, the qualifying individual would be required to produce verifying documentation as proof of eligibility prior to an offer of employment.

Veteran’s preference affects the interview process. If six or fewer applicants are chosen for an interview, a qualified veteran’s preference applicant from the pool must be interviewed. If more than six are interviewed, 20% of the number interviewed that are qualified veteran’s preference applicants must be interviewed. If there are no veteran’s preference applicants in the qualified applicant pool, this guideline does not apply.

Review all résumés and/or applications. Use this chart as a reference for applying this standard to your applicant pool if it has applicants who self-identify as eligible for Veteran’s Preference:

|  |  |
| --- | --- |
| # of  Individuals  Selected for Interview | Minimum # of individuals to interview with Veteran’s Preference (required) |
| 1-6 | 1 |
| 7 | 1  (20% of 7 = 1.4, round down to 1) |
| 8 | 2  (20% of 8 = 1.6, round up to 2) |
| 9 | 2 |
| 10 | 2 |

**Employment Preference for Former Foster Youth**

Texas Government Code Section 672.002 requires an employment preference to be extended to an applicant that is 25 years of age or under and was under the permanent managing conservatorship of the Texas Department of Family and Protective Services as a foster youth on the day preceding their 18th birthday. Such preference is to be granted over other applicants who do not have a greater qualification.

The required preference does not compel Texas Woman's University to appoint an individual who qualifies for a Former Foster Youth Preference. Individuals who qualify for a Former Foster Youth Preference are entitled to a preference in employment over other applicants for the same position who do not have a greater qualification. The position of private secretary or deputy of an official or department; or an individual holding a strictly confidential relation to the employing officer are excluded from this preference. If a Former Foster Youth Employment Preference is granted, the qualifying individual would be required to produce required verifying documentation as proof of eligibility prior to an offer of employment.

G.    The Hiring Manager/Selection committee will determine criteria for Applicant selection and point values to be assigned on the appropriate Selection Matrix form.  **The total overall points assigned to all criteria on the matrix should equal 100**; applicants must score at least 70 of the total 100 possible points to be considered for a position. The Applicant Selection Matrix ***must*** be completed and forwarded to HR employment personnel for approval ***before*** an on-campus interview.

H. The Hiring Manager/Selection committee will submit the proposed interview questions (Skype, telephone and/or on-campus) and forward to HR employment personnel for approval **before** any interviews.

I.    For temporary positions where the candidate has already been selected, the department will contact HR recruitment personnel to open the vacancy allowing the selected temporary candidate to submit an application through iRecruitment. The position will then be closed.

J.    A minimum criminal background check (information already available in the public domain) will be completed on all final candidates by HR employment personnel.  Please note: Out of state background checks are required for all candidates that have lived in states other than Texas within the last 7 years. Out of state background checks may take up to 3 days to complete.

K.    HR has developed a guide sheet on employment criteria for applicants with criminal records.  This guide sheet is publicized on the HR Employment webpage and HR employment personnel will have the sole responsibility in determining an applicant’s employment eligibility.

L.    HR has developed a Notification and Authorization to Obtain (NAO) information liability release form (included in the online applicant tracking system) for employment information gathered during the background and selection process for all applicants.

M.    A minimum of three (3) work related references are required for all regular positions to be contacted by the hiring departments/search committees.  The completed reference check forms should be included with the pre-hire paperwork uploaded to the online applicant tracking system.

N.    HR employment personnel will complete verification of an applicant’s educational credentials, if applicable, using the pre-signed NAO authorization.

O.    HR employment personnel will handle all Employment Offer Letters (EOL) for positions ***a*t or *below*** director level. The office of the Provost will present Employment Offer Letters to position at or above director level.

**Under no circumstance should an offer of employment (inferred or implied) be extended by the hiring manager/hiring department.**

P.   The EOL and Job Description (JD) will be required to be acknowledged and accepted with required applicant signatures. Failure to comply within five (5) working days will result in either withdrawal of the EOL or termination if employed.

**Human Resource Systems**

A. All applicants for staff positions will apply using the online applicant tracking system located at <https://careers.twu.edu>. Internal applicants may apply through Oracle (Employee Self-Service).

B.  An email will be sent to hiring managers for each vacancy opened. The email to the hiring department for staff positions will include the current Staff Search Checklist and the manual for Reviewing and Progressing Applicants through the online system.

C.   In compliance with the new applicant tracking law monitored the by Office of Federal Compliance and Contract Programs (OFCCP), demographic information will be solicited for all applicants submitting resumes by electronic means. The office of Human Resources will be responsible for compliance of this law.

**Position and Employment Advertising**

A.   Applicants for staff positions will apply using the online tracking system. Applicants may apply for multiple positions by completing the online profile (<https://careers.twu.edu>) and selecting the position(s) they wish to apply for.

B.   Please forward to HR employment personnel any resumes received by other personnel or departments when the recruiting has originated from the HR Department.

C.   Employment Applications in lieu of electronic resumes/credentials will be accepted ***only*** for certain Denton area Facilities and Wellness positions as will be noted on the TWU Employment website.

D.   Certain Facilities and Wellness applicants will be required to visit the HR Department and complete an Employment Application onsite.

E.   Facilities and/or Wellness hiring supervisors/managers will be sent copies of applications received for their respective positions.

F.    The office of Human Resource’s Recruitment team must approve all job postings.  All ad deadlines are to be published and most newspaper employment ads will ***not have*** detailed descriptions of the position.  We will encourage applicants to visit our HR Employment website at: (<https://twu.edu/humanresources/careers-at-twu/>) for complete job and “application information".

G.    The office of Human Resources will post open vacancies/faculty positions on the following web job board as needed: <https://www.higheredjobs.com/>.

**Sourcing and Selection**

1. In rare circumstances, a Hiring Exception Form (HEF) must be completed that requires Vice President and Dean level approval for any proposed hiring of applicants who were not qualified or did not meet the minimum requirements as outlined in the Job Description (JD). This applies to all positions, including Temporary.
2. The required Selective Service bsackground check for male applicants will be completed only on the final candidate at the time of selection.