Hiring Instructions for Staff Positions
Revised 11/16/2024

TEXAS A&M UNIVERSITY

This document is designed to assist supervisors in completing the hiring process for staff positions and to help ensure the necessary information is provided to the HR Generalist (HRG) to finalize the hire

Posting the Position, Assessing, Interviewing and Checking References

☐ Review Position Description for any changes or updates needed. Submit changes to your HRG for processing. If no changes are necessary, submit a Request to Post Form to your HRG. You will be notified when the position is posted.

☐ After a minimum of 5 days, you can ask your HRG to unpost the position while assessing candidates and conducting interviews. Your HRG will screen all applicants and decline any who do not meet the minimum qualifications. Therefore, all remaining applicants should be listed on your matrix.

☐ Form a list of interview questions and create an interview guide. Interview questions must be consistent, legal, and apply to all interviewed applicants. The interview guide, and other hiring forms can be found here. You will need to keep notes for ALL applicants who are interviewed and provide them as part of your hiring documentation.

☐ Fill out the Screening Matrix tool based on the *preferred* qualifications/experience found in the position description.

☐ Review and score candidates on the matrix. You must also indicate if an applicant is eligible for Veteran's Preference or Former Foster Child Preference. If applicable, review veteran's preference legal statements associated with the employment process.

☐ Let your HRG know who you plan to interview and make sure the position has been unposted. This step will speed up the process of making a verbal offer.

☐ Schedule and conduct interviews, and document interview scores on the matrix.

  • Discuss availability date with candidates to ensure it falls within the University Common Hire Dates.

☐ Contact your HRG to request Xref reference checks for the top applicant(s). Alternatively, supervisors may obtain references using the Telephone Reference Contact form, if preferred.

☐ Document interview and reference scores on the hiring matrix.

Obtaining Approvals Before Extending an Offer

☐ Discuss hiring decision and proposed salary with leadership, Department Head and/or Executive Approver. Work with your HRG to obtain Hire Above Lower Band or Approved Range approval, if applicable.

☐ If the selected candidate is a foreign national, VPR approval **must** be obtained (per SAP 33.99.09.M0.01) before any offer of employment can be extended. Work with your HRG to obtain approval. Once approved, your HRG will coordinate with Immigration Affairs to start the employment sponsorship process.

☐ In special circumstances, if you must make a verbal offer before submitting documentation in Laserfiche, contact your HRG to obtain clearance for hire. Note: an official offer and start date are still contingent upon obtaining necessary approvals and clearance of the criminal background check and degree verification.

Final Steps to Complete the Hire

☐ Submit Laserfiche (LF) Hire Request Form. Allow a minimum 10-day window prior to start date to ensure completion of all hire steps.

☐ Contact other applicants that were interviewed and notify them that they were not selected.

☐ Reply to the LF ticket and confirm if verbal offer was accepted or not. HRG will submit the *Offer* task in Workday.

☐ Once candidate accepts the Offer in Workday, they will be moved to Background Check.

☐ The hiring manager and the candidate will receive automated communication throughout the LF process regarding the background check clearance, degree verification status, and departmental responsibilities.

☐ HRG will submit the Hire task in Workday and will contact you directly when your approval is required for the "Consolidated Approval by Manager" task in Workday.