33.99.01.W1.99 Filling Staff Vacancies

Approved March 1, 2012
Revised October 15, 2026
Next Scheduled Review October 15, 2031

Procedure Summary

This procedure applies to hiring managers filling regular, budgeted staff vacancies. Before beginning the process, the hiring manager/search committee members should complete two courses in TrainTraq: Position Descriptions and Effective Hiring Practices.

Procedure

1. Position Descriptions
   1.1. The process to fill a vacancy begins with an accurate position description. A position description is required for all regular staff positions and can be created by completing a Position Description Form.
   1.2. To review the current position description, contact Human Resources by emailing hr@wtamu.edu.
      1.2.1. The hiring manager must review the position description and obtain required approval before a vacancy is posted or a position is revised.
   1.3. Selection criteria used in the hiring process must be based on the content of the approved position description.
      1.3.1. Screening questions can be utilized in the online application process to identify applicants who possess the minimum requirements.
      1.3.2. Position descriptions must indicate if education and/or experience substitutes are acceptable.

2. Approval
   2.1. Departments can initiate a request to fill a vacant position by submitting a completed Position Description and Budget Approval Form.
      2.1.1. The position description may include a request to create a new Position Identification Number (PIN) or be noted as "changes a budgeted position" on the Position Description Form.

2.1.2. To increase the budgeted amount of an existing PIN, additional routing and approvals will be required.

2.1.2.1. If any portion of the position is funded by a contract or grant, the Budget Office will review and note on the approval form.

2.1.3. Human Resources will consult with the hiring manager to ensure that the position description provides a logical and defendable basis for the hiring decision and is compliant with applicable rules and regulations including appropriate requirements related to education, experience, and salary grade.

2.1.4. The hiring manager should email their request, including an applicable Budget Approval Form and Position Description, to hr@wtamu.edu for review and approvals.

2.1.4.1. Position description actions that include a request to create a new PIN or to increase the budgeted amount of an existing PIN will route as follows: HR, Budget Office, and Vice-President of Business and Finance.

2.1.5. Open budgeted positions can also be filled through promotions from within the department by emailing the other employees in the department and asking if anyone is interested and eligible.

2.1.5.1. If only one is interested and eligible, the position can be offered to the individual.

2.1.5.2. If more than one employee is interested and eligible, then the position must be posted for a minimum of five (5) days internally.

2.1.6. Per System Regulation 33.99.01 Section 1.1 – Members may promote or transfer qualified internal candidates (employees from within the system) to fill positions without posting a vacancy.

2.1.6.1. This must be in accordance with System Regulation 33.99.04.

2.1.6.1.1. All Nonfaculty employees with satisfactory records of performance and employed in their present positions for at least three months are eligible for promotion to other positions within their own department, other departments, or other members.

2.1.6.1.2. Chief Executive Officer (CEO) or designee can approve a promotion between departments on a case-by-case basis without going through the formal requisition.

3. Requisitioning

3.1. After processing of the Budget Approval Form, Human Resources will create the requisition template in Workday and route for approvals.

3.1.1. Once approved, Human Resources will post the vacancy as requested.

3.2. A job must be posted for a minimum of five (5) business days for an external request and internal-only request;

3.2.1. approval must be obtained from Human Resources for the posting to be closed prior to the five (5) business days.

3.3. Hiring managers must contact Human Resources to close the position.

3.3.1. A recently un-posted vacancy may be re-opened for an additional five-day period, or longer, if requested by the hiring manager.

4. Recruitment
   4.1. Departments are responsible for external advertisements and announcements, ensuring prohibition of any preference, limitation, specification, or discrimination based on race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or veteran status.
   4.2. Advertisements and announcements must be submitted to Human Resources for approval BEFORE advertising the position.
      4.2.1. Vacancies listed on professional organization websites, journals, etc., must refer the applicant to the employment website, https://jobs.wtamu.edu, to view the full job announcement and apply online.
   4.3. Other supporting materials such as resumes, vitas, transcripts, or letters of reference, may be required by the hiring department and attached electronically to the application.

5. Selection
   5.1. Human Resources will review the application materials and confirm that the applicant meets the minimum requirements.
      5.1.1. Application materials of those possessing the minimum requirements, as verified by Human Resources, will be viewable by the hiring manager and/or the search committee in Workday.
      5.1.2. Applicants who do not possess the posted minimum requirements will be notified of their non-qualification automatically at disposition.
   5.2. Hiring managers/search committees will review the applications received and select the top applicants to interview, based on the qualifications outlined in the job posting.
      5.2.1. A minimum of three is required.
      5.2.2. Human Resources will provide an Applicant Screening Form template, which is mandatory unless all qualifying applicants are interviewed.
      5.2.3. The hiring manager must email hr@wtamu.edu and request the position be un-posted prior to submitting the Applicant Screening Form for review.
   5.3. The Applicant Screening Form and determined interview questions are routed to Human Resources for review.
      5.3.1. Human Resources verifies questions are appropriate and the Applicant Screening Form is completed fair and accurately.
      5.3.2. Human Resources will work with the hiring manager regarding any discrepancies on the screening form or suggested interview questions.
      5.3.3. Human Resources will contact the hiring manager to approve advancing applicants for interview.

5.4. Throughout the selection process, the hiring manager/search committee chair or other assigned individual can work with Human Resources to update selected and non-selected candidates.

5.4.1. After interviewing selected applicants, the hiring manager/search committee must evaluate and score applicants using the Interview Evaluation Form to identify the most qualified applicant.

5.4.2. The Interview Evaluation Form and all interview notes must be submitted to Human Resources for review prior to extending an offer of employment.

6. Search Committees

6.1. A search committee may be formed for any position but is strongly recommended for directors' level and above. Search committees, however, are not required for non-exempt positions. The lack of a search committee does not preclude the hiring manager from seeking input from other faculty, staff, and students as appropriate.

6.1.1. The search committee is typically tasked with evaluating applicants' qualifications, checking references, interviewing applicants, and submitting a list of recommendations to the hiring manager, who is responsible for making the final selection.

6.1.2. A search committee must comply with all applicable Texas A&M University System (TAMUS) policies and University rules and procedures.

6.2. The composition of a search committee should include members of campus groups most closely associated with the position.

6.2.1. The hiring manager generally selects the committee chair followed by the selection of others to serve.

6.2.2. The search committee membership must be reported to Human Resources.

7. Reference Checks and Employment Verification

7.1. System Regulation 33.99.01, Employment Practices, states that the hiring manager, or other appropriate person, should verify references, previous employment, and other job-related credentials before an offer of employment is made.

7.1.1. Three reference attempts are required.

7.1.2. Information collected should be documented and retained in accordance with the State Records Retention Schedule.

7.2. Reference checks are only required on job finalists.

7.2.1. If reference checks are conducted before the interviews, a reference check must be completed on all interviewees.

7.2.2. It is recommended that at least one supervisor be contacted.

7.3. All reference check confirmations must be documented.

8. Hire Recommendation Approvals and Job Offers

8.1. Upon selecting a finalist, the Interview Evaluation Form is routed to Human Resources for review.
8.1.1. Human Resources will confirm all required information is recorded.
8.1.2. The criminal background information including Descartes Visual Compliance-Restricted Party Screening will be obtained through Human Resources.
8.1.3. Human Resources will also verify Selective Service registration and Education status, if applicable.
8.1.4. This process ensures appropriate review for legal compliance with applicable employment laws.
8.2. All job offers are contingent upon an acceptable criminal background investigation and the recommended selection has been cleared through Human Resources.
8.2.1. The hiring manager must confirm Human Resources' approval before extending a job offer to the selected candidate.
8.2.1.1. Upon acceptance of a job offer, Human Resources will send the new hire a letter confirming the start date and salary.
8.2.1.1.1. The remaining applicants will be notified of non-selection when disposed from the requisition.
8.3. Human Resources will contact the hiring manager and the new employee to schedule an on-boarding session.

9. Completion Employment Eligibility Verification (Form I-9)
9.1. In accordance with the Immigration Reform and Control Act of 1986, each system member must verify the employment eligibility of all new employees (including U.S. citizens) by completing and retaining the Employment Eligibility Verification Form (Form I-9).
9.1.1. The Form I-9 must be completed through Human Resources for all newly-hired employees, including an employee transferring from another system member or state agency.
9.2. As required by federal law and Texas A&M University System Regulation 33.99.12 New Employee Processing, employees must:
9.2.1. complete Section 1 of Form I-9 by their first day of work for pay and
9.2.2. within three (3) business days of the first day of work for pay, the employee must provide Human Resources with the documents required for completion of Section 2 of Form I- 9.
9.2.3. Based on a reasonable business need, the Form I-9 may be completed prior to an employee's first day of work for pay, provided the employee has been offered and has accepted the job.
9.2.4. Under no circumstance, is an employee permitted to work without the timely completion of an I-9 form.

Related Statutes, Policies, or Requirements

System Regulation 33.99.01 Employment Practices
System Regulation 33.99.12 New Employee Processing

Definitions

None

Appendix

None

Revision History

Approved March 1, 2012
Revised May 1, 2021
Revised May 18, 2024
Revised October 15, 2026

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10.15.26
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