**BUDGETED POSITIONS**

When an employee moves from a seasonal position to a budgeted position, the action should be handled as a promotion and is not subject to the following process. The steps for filling a budgeted position are outlined below. The Employee Development (ED) office is prepared to assist in every step of the hiring process, so please work closely with ED to ensure the hiring supervisor and TFS are protected from potential allegations of inappropriate actions.

**Posting Vacant Budgeted Position**

□ **New Supervisors should take the “Effective Hiring Practices” online training class in TrainTraq.** This course provides a very good overview of the hiring process, as well as helpful guidance on things you should and should not do.

□ **Create a** [**Position Description**](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Position%20Description.docx)

□ **Create a** [**Notice of Vacancy**](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Notice%20of%20Vacancy.docx)

□ **Complete a** [**Hiring Request**](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Hiring%20Request%20Form%20-%20HR-24.doc) **form and obtain the necessary departmental approvals.**

□ **Send the Hiring Request, Notice of Vacancy and Position Description to ED.** ED will review the documents for completeness and obtain approvals from the applicable Associate Director, AgriLife Human Resources (HR) and the Director. Upon approval by the Director, ED will contact the hiring supervisor to initiate assistance to the hiring supervisor in completing the hiring process.

□ ED will post the position on the TFS website, [*GreatJobs*](https://greatjobs.tamu.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1122573978532) and [*Texas Workforce Commission*](http://www.twc.state.tx.us) and advertise in a newspaper or other publication (if requested by the hiring supervisor). Prior to posting the position on GreatJobs, ED will work with the hiring supervisor to identify appropriate screening questions to allow GreatJobs to electronically screen out applicants who don’t meet the minimum qualifications for the position. The hiring supervisor will have the option to manually screen all applications.

**Budgeted Position Selection Process**

□ **Select the interview panel.** A minimum of three members are required for professional (non-classified) positions and recommended for classified positions. The same panel members need to be used for each level of interviews. Exceptions need to be reviewed with ED in advance.

□ **For positions posted as “open until filled,” change status in GreatJobs to “On Hold” when ready to begin the application evaluation process.** This will prevent additional applications from being submitted during the application evaluation and interview processes. If the applications or interviews do not yield a candidate selected for hire, change the status in GreatJobs back to “Open.”

□ **Complete the application evaluation process and select applicants for interviews.** This should be accomplished using the [Application Evaluation Guidelines](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Application%20Evaluation%20Guidelines.docx) and the [Application Evaluation Matrix](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Application%20Evaluation%20Matrix.xlsm).

□ **Develop interview questions using the** [**Interview Guide**](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Interview%20Guide.docx)**.** If two levels of interviews are to be used, develop separate interview guides for each level. In developing the questions, please refer to [Sample Interview Questions](http://agrilifeas.tamu.edu/files/2013/04/sampleinterviewquestions.pdf), [Lawful Questions](http://agrilifeas.tamu.edu/documents/lawful-questions.pdf), and [Unlawful Questions](http://agrilifeas.tamu.edu/documents/acceptable-and-unlawful-questions.pdf) for guidance. The hiring supervisor should review the completed interview guide(s) with ED to help ensure that the interviews provide desired and appropriate information for the selection process.

□ **Conduct interviews of the top applicants.** Prior to conducting the interviews, please review [Conducting Interviews – Helpful Reminders](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Conducting%20Interviews%20-%20Helpful%20Reminders.docx).

□ **Rank order the candidates interviewed.** This should be accomplished using the Interview Evaluation Guidelines ([1 Level](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Interview%20Evaluation%20Guidelines%20-%201%20Level.docx) or [2 Levels](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Interview%20Evaluation%20Guidelines%20-%202%20Levels.docx)) and the [Interview Evaluation Matrix](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Interview%20Evaluation%20Matrix.xlsm).

□ **Verify any relevant job-related credentials or licenses required for the position.** ED will verify degree information; hiring supervisors need to verify other required credentials to appropriate documentation. If veteran preference or foster child preference is a determining factor in the hiring decision, ED will request that appropriate paperwork be faxed by the applicant to ED for verification.

□ **Complete Background Check Request Form for the top applicant and have applicant complete Verification of Degree Release form (for degree required positions or for applicants seeking a salary differential for a degree).** Fax the completed form(s) to ED at 979-458-6699 for processing.

□ **Conduct reference checks for the top applicant.** This should be done using the [Reference Contact Form](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Reference%20Check%20Form.docx) and [Reference Check Guidelines](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Reference%20Check%20Guidelines.docx).

□ **Mail, email or hand deliver (for those located in College Station) a copy of the following forms to ED before making a job offer:**

* + - Completed Application Evaluation Matrix, Interview Evaluation Matrix and the matrix scoring guidelines
    - Completed interview questionnaires from all members of the committee for each candidate who was interviewed.

This is required so that ED can do a completeness review and provide assurance to the hiring supervisor that all documentation is in order. An email will be sent from ED to the hiring supervisor that it is okay to hire once the completed forms are received and the review is finalized.

**Budgeted Position Hiring Process**

□ **Obtain background check, degree verification and hiring preference verification (if applicable) results from ED, confirm the top selection and prepare a job offer letter using the standard format provided by ED.** Reminder: Pay rate specified in the offer letter must be at the pay plan minimum of the position. Exceptions must be approved in writing by the Director before the offer letter is issued. For classified employees the hourly rate is to be used; for non-classified positions the monthly rate is to be used. No offer of employment, either verbal or written, is to be extended to an applicant until confirmation of an acceptable background check is received by the hiring supervisor. ED will expedite the background check to the extent possible and will provide the results either telephonically or by email to the hiring supervisor. The hiring supervisor should coordinate with ED to select a hire date that coincides with a scheduled new employee orientation date.

To assist with preparing the job offer letter, the following sample offer letters are provided:

[Sample Offer Letter – New Hire](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Sample%20Offer%20Letter%20-%20New%20Hire.docx)

[Sample Offer Letter – Internal Transfer or Promotion](http://txforestservice.tamu.edu/uploadedFiles/TFSMain/Finance_and_Admin/Staff_Resources/Employee_Development/Sample%20Offer%20Letter%20-%20Transfer.docx)

For job offers involving special circumstances, please contact the AgriLife HR Manager at 979-845-8953 for assistance. Examples of special circumstances include job offers involving the following circumstances:

1. Non-U.S. citizens with or without work authorizations
2. Special temporary residency arrangements
3. Conditional offer letters
4. Transfer from other state agency or institution
5. Internal transfer/promotion involving moving expenses

□ **Check Administrative Procedure 10.07 for salary differential eligibility.** If eligible, follow the approval process contained in the procedure before finalizing the job offer letter.

□ **Present offer letter to the applicant and obtain signed acceptance.**

□ **Fax a copy of the signed acceptance letter to ED.** ED will send out a welcome letter to the new hire along with a benefits packet.

□ **Update applicant status in GreatJobs.** This will keep the applicants informed of the current status.

□ **Prepare a Form 500 and route for approval.**

□ **Send the completed original hiring packet to ED.** The hiring packet includes the original copies of the following:

* + - All printed applications.
    - Completed application hiring matrix and scoring guidelines.
    - Completed interview questionnaires for all interview panel members.
    - Completed interview evaluation matrix (or matrices).
    - Completed documentation of reference checks.
    - Job offer letter with signed acceptance by new hire.
    - All paperwork verifying education/degree, military experience, veteran preference, foster child preference, and/or any other job related credentials, as applicable.

To ensure that the new employee receives prompt notification and that TFS staff can properly plan for the new employee orientation, it is important that the hiring packets be received prior to the effective hire date for the new employee.

□ **Complete the**[Information Resources Account Activity form](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Info%20Res%20Account%20Activity%20Form.docx) **and send it to IR.** This form is needed to properly update the TFS web page with contact information and set up the employee’s email and network access. Complete Sections I and III only.

□ **Reminders to hiring supervisors**:

* + - If the new employee is required to wear a uniform, please complete the [Uniform Allocation Authorization form](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Uniform%20Allowance%20Authorization.docx) and fax/deliver it to the Compliance Reporting Officer (fax 979-458-7313).
    - If the new employee will need a cell phone, please send an email to the Telecommunications Coordinator in the Purchasing Department.
    - If the new employee will be issued a credit card (procurement or travel), please complete the [Credit Card Request form](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Credit%20Card%20Request%20Form.docx) and fax/deliver approved form to the Compliance Reporting Officer (fax 979-458-7313).

□ Once received by ED, the Form 500 and hiring packet will be reviewed for completeness. The hiring supervisor will be contacted if there are any errors or omissions that need to be corrected. ED will also confirm the scheduled date for the new employee orientation.

□ Throughout the hiring process, ED will work directly with the hiring supervisor to complete all requirements. Follow-ups through the chain of command will be completed as needed to resolve problems.

□ ED will send out thank you letters to all applicants not selected for the position.

□ **Make transportation and hotel arrangements (as applicable) for the new hire to attend the new employee orientation.** ED will assist as requested.

**SEASONAL POSITIONS (INCLUDING STUDENT WORKERS AND RETIREES)**

When an employee moves from a budgeted position to a seasonal position with no break in service, the action should be handled as a transfer and is not subject to the following process. When an employee terminates from a budgeted position, has a break in service and wants to return as a seasonal, the following process must be followed. The steps for filling a seasonal position are outlined below.

Since most seasonal positions are used only on an as-needed basis, seasonal employees may not always be available to work when the agency has a need. Most seasonal positions are firefighters, and the need for them on short notice does not allow time to go through the hiring process at the time of need. To mitigate these conditions, TFS hires more seasonal employees than routinely needed to help ensure there are enough employees available when required. As a result, the seasonal positions are generally not hired competitively and are not subject to the same hiring process as budgeted positions. The following abbreviated hiring process applies to seasonal positions only.

**Posting Seasonal Position**

**(Not Applicable for Student Workers)**

* **Review the** [**Hiring Checklist – Seasonal Employee**](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Hiring%20Checklist-Seasonal%20Employee.docx). This checklist provides the proper reference and steps to ensure compliance with all A&M System and TFS hiring regulations and procedures. Please note that the time requirements for some of the steps are critical to ensure compliance.
* **Create a** [**Position Description**](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Position%20Description.docx)
* **Obtain approval from department head to hire a seasonal employee.** Upon approval, contact ED to initiate required posting. Standard Notice of Vacancy and Position Description documents have been created for the Resource Specialist I (Seasonal Firefighter) position. For any other seasonal position to be posted, the hiring supervisor will need to provide the Notice of Vacancy and Position Description documents.
* **All seasonal positions must be posted with the Texas Workforce Commission (TWC) by ED.** Once notified by the hiring department, ED will post the position in GreatJobs, which will automatically post the vacancy with TWC. Each seasonal position will be separately posted, unless multiple seasonal employees will be hired for the same hiring unit. The length of time the position will be posted is based upon the hiring department’s needs. The minimum length is 24 hours. ED will notify the hiring supervisor and the next higher supervisor when the position has been posted.

**Seasonal Position Selection Process**

**(Applicable for Student Workers)**

* **All individuals who are being considered for a seasonal position must complete a TFS job application in GreatJobs.** If an interested applicant contacts the hiring supervisor regarding the seasonal position, please direct the applicant to the GreatJobs posting to complete an application.
* **Select applicant(s) to be hired.** If all qualified applicants for a seasonal position are to be hired, there is no selection process to go through so the hiring supervisor can proceed with the steps below to hire the applicants. If, however, there are more applicants for a seasonal position than identified on the Notice of Vacancy, the selection process used for budgeted positions is followed. The selection may be based upon qualifications only, in which case the Application Evaluation Matrix is completed. If the selection is also based upon interviews, then the Interview Evaluation Matrix is also completed.
* **Complete Background Check Request Form for top applicant and have applicant complete Verification of Degree Release Form (for degree required positions).** Fax the completed background check form(s) to ED at 979-458-6699 for processing.

**Seasonal Position Hiring Process**

**(Applicable for Student Workers)**

* **Once the background check and degree verification (if required) are complete, ED will email the hiring supervisor with clearance for hire.**

* **Verify any relevant job related credentials or licenses required for the position.** The hiring supervisor must verify any other credentials required for the position with appropriate documentation.
* **Make offer of employment for the seasonal position.** The starting pay rate must be in accordance with the TFS pay plan. Any pay rate above the pay range minimum must be justified in writing and approved through the chain of command by the Director before making the offer.
* **Complete the Hiring Checklist – Seasonal Employee**. Contact ED if you have any questions or need assistance with any steps on the checklist.
* **Submit the complete hiring packet to ED by overnight mail courier.**

We want your hiring process to be successful. Please do not hesitate to contact ED for assistance at any time during the process.