



## Guide to Advertising and Hiring NON-FACULTY Vacancies

This guide is provided to assist the hiring manager through the advertising and hiring process. It is important that the hiring manager (the person making the final hiring decision) carefully reviews and understands this information at the onset of the process. If you need assistance at any time during the process, please contact the Human Resources at [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu) or ext. 7234.

The following are steps to be completed (details for each step are provided below). Ensure that all documents are dated and identified with the corresponding Job Posting number. \*\*\*Please note that documents for items 2, 3 and 4 are required to be submitted to the Office of Human Resources at the end of the process when a selection is made.

1. Request to Advertise the Vacancy
2. Review and Score the Employment Applications\*\*\*
3. Conduct and Score the Interviews\*\*\*
4. Conduct Reference Checks for Finalist\*\*\*
5. Make a Selection and Complete the Process

**CONFIDENTIALITY:** To maintain the integrity of records and the process, ensure that throughout the process all records are treated with the utmost confidentiality and security and that access is restricted only to those involved in the process.

**RESOURCES FOR HIRING SUPERVISORS:** The resource materials listed in this workbook are available on the HR webpage under "Forms and Resources for Recruiting."

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### Step 1: Request to Advertise the Vacancy

A request to advertise a vacant position is completed by submitting the Job Requisition form (found on the HR webpage under "Forms and Resources for Recruiting."), attaching an updated job description. The Job Requisition form routes to the appropriate Budget Authority, the appropriate Vice President, the Budget office, Human Resources, and the President's Office for approvals. If requesting a new position, reclassification, or other change, an e-Form must be submitted upon approval of the Job Requisition form.

After all appropriate approvals are obtained on your action, HR prepares the position posting and posts it as follows at no cost to the hiring department: online on UTShare and with the Texas Workforce Commission.

**GUIDELINES FOR ADDITIONAL ADVERTISING:**

- To advertise your position posting as a full ad in a newspaper or in a pertinent journal/publication, work with the Office of Human Resources to develop the actual ad to use. The hiring department is responsible for the cost of placing the ad.
- To post a vacancy on a pertinent, free Internet advertising site, ensure you use the exact wording (copy and paste) from the position posting developed by HR and that the announcement carries the statement “The University of Texas at Tyler is an Equal Opportunity/Affirmative Action employer” at the end.

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## Step 2: Review and Score the Employment Applications

Via UTShare, employment applications will be available to the hiring supervisor without review by HR. **It is the responsibility of the hiring supervisor to review employment applications and consider, interview, and select only qualified applicants.** Qualified applicants are those who meet all required qualifications as advertised on the position posting and who have a complete employment application with all the required documents as requested on the job posting. You can review applications by logging on to UTShare.

Next, score the applicants as follows:

- Develop and use a quantitative (numerical) method of scoring using the Hiring Matrix, available on the HR webpage under “Forms and Resources for Recruiting.”
- Determine ahead of time the job-related factors (required qualifications) that will be considered. The job-related factors (required qualifications) are found on the position posting. You may also consider any preferred qualifications noted on the position posting.
- Score the applications and conduct interviews with the highest scoring applicants.

**RECORDS RETENTION:** The completed applicant scoring tool (the Hiring Matrix) must be submitted to the Office of Human Resources at the end of the process when a selection is made. The scoring tool must include all qualified applicants who applied for the vacancy and were considered.

## Step 3: Conduct and Score the Interviews

Based on the scores of the employment applications, schedule and conduct interview(s). Ahead of time, decide on and record your interview questions.

You may use your own document or use the “Interview Form” available on the HR webpage under “Forms and Resources for Recruiting.” If you use your own document, ensure it contains identifiers including the job posting number, the date of the interview, the full name of the applicant being interviewed, and the full name of the individual conducting the interview.

SOME INTERVIEWING GUIDELINES TO REMEMBER:

- Questions must be job-related, not personal.
- All questions must be legal and non-discriminating.
- Ask the same questions of all interviewed applicants.
- During the interview, summarize and write notes about the applicant’s responses.

- After the interview, score each response numerically using the “Interview Form.”

Give each interviewed applicant a score that reflects how well the applicant responded to each interview question. This score should be added onto the Hiring Matrix in order to document that the applicant you select at the end has the highest overall score.

**RECORDS RETENTION:** The completed “Interview Forms” or interview notes for each applicant you interviewed (with your questions, the responses of the interviewed applicants, and scores) must be submitted to Human Resources at the end of the process when a selection is made.

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#### **Step 4: Conduct Reference Checks for Finalist(s)**

Finalists are the 1-3 interviewed applicants with the highest overall scores. You must conduct a reference check on at least the final applicant (the applicant you select). To do so, please use the “Reference Check Form” available on the HR webpage under “Forms and Resources for Recruiting.”

SOME REFERENCE CHECK GUIDELINES TO REMEMBER:

- If you plan to contact the applicant’s current employer, ensure you inform the applicant ahead of time.
- If the applicant lists UT Tyler as a current or former employer, you may inquire about performance evaluations on file with the HR Office.
- Be careful to avoid seeking or using information from social media websites or general internet searches of candidates. Such sources may disclose information that is not true, inappropriate, or illegal for consideration.

**RECORDS RETENTION:** The completed “Reference Check Form” for each reference check you conducted (with your questions and the responses from the reference) must be submitted to Human Resources at the end of the process when a selection is made.

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#### **Step 5: Make a Selection and Complete the Process**

Before deciding on your selection, ensure you have identified the reasons for not selecting each of the other applicants (interviewed and not interviewed). These reasons should coincide with the scores reflected Hiring Matrix.

**SPECIAL NOTE REGARDING HIRING PREFERENCES:** After all scoring is complete, determine if one of the finalists is entitled to a hiring preference. Hiring preferences include Veterans or Former Foster Children. Such individuals will be accorded preference in employment with state agencies over other applicants for the same position who do not have a greater qualification. Refer to the employment application to determine if the applicant claimed either status. Please notify Human Resources if preference(s) are applicable and are used in your selection decision.

**When a selection is made, prior to the offer, the following must be completed:**

If you wish that the posting be put “on hold” so that no more applications are accepted, email [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu) your request.

Generate an E-Form for the selected applicant, attaching the **Interview Form(s)** or Interview Notes, **Reference Check Form(s)**, and **Hiring Matrix**.

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Once all of the above items arrive in Human Resources via the eForm, HR will review and notify department to proceed with the verbal offer. If accepted, the department will notify Human Resources and HR will extend the offer letter to the individual selected by the hiring manager and coordinate with the department on a start date that coincides with a scheduled orientation date.

HR New Hire Orientation is held every Monday and the items above must be completed the Wednesday prior to attendance. For details, please refer to the latest HR Calendar available on the HR web page.

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