Texas Southmost College
Employment Process

Employment Files

1. All applicants shall complete the College's online application form. Information provided in the applications shall be verified before an offer is made.

2. If employed by the College, employment candidate file shall become the employee's permanent personnel file and all correspondence, evaluations, and other information relative to reemployment or advancement shall be placed in this file.

Screening Guidelines

1. All applications and related documents are reviewed and thoroughly screened by the hiring supervisor to determine if they meet minimum job requirements; a Candidate Evaluation Matrix is then prepared; in the case of faculty applicants, a review and approval of the faculty teaching credentials must also be conducted. The hiring supervisor will be responsible for ensuring this step is completed and that a Faculty Transcript Evaluation form is filled out.

2. The hiring supervisor, with assistance from the Office of Human Resources, is encouraged to appoint a diverse committee to assist with the screening process (minimum of three to five members or approval from HR if using less than three); adjunct instructor and student worker/tutor positions only require one committee member.

3. The screening of applicants for interviews will be based on pre-determined criteria established in advance, and shall be consistent with the job description and qualifications,   equally applied to all applicants, and documented in writing.

4. Documentation records relating to the screening process shall include a listing of all applicants and an accurate recording of the review of qualifications of each applicant.

5. The hiring supervisor, in collaboration with the appropriate Vice President or her/his designee, will determine the number of applicants to be interviewed. The best practice is to interview a minimum of three (3) applicants.

Interviewing Guidelines

1. Interviews will not be scheduled until a valid completed application is on file. The hiring supervisor will review submitted applications to ensure the application is complete and all required documents have been uploaded and/or received.

2. The hiring supervisor is responsible for ensuring that an Interview Check Sheet is completed b y e a c h c o m m i t t e e m e m b e r for each applicant interviewed <u>The average score given by each committee member will serve as the final rating for each interviewed applicant.</u>

3. A pre-determined set of questions and/or scenarios established in advance will be used to interview the selected applicants, with assistance from the Office of Human Resources, and

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shall be consistent with the job description and qualifications, equally applied to all applicants,   and documented in writing.

4. All committee members must attend 100% of the interviews. If a committee member fails to attend 100% of the interviews, the member must be excluded from deliberations and from the committee. The Office of Human Resources must be notified to determine if any further action is needed.

5. Upon completion of the interviews, the hiring supervisor shall change the status of the recommended applicant to the workflow state of <u>Interview Finalist</u>. A minimum of three (3) references are required. Once all references are received, PeopleAdmin will automatically change the workflow of the recommended applicant to <u>References Received</u>. In the case that the applicant lists more than three (3) references, the hiring supervisor has the option to change the recommended applicant to <u>References Received</u> once a minimum of three (3) references have been received and if the references submitted meet the required criteria.

6. The References Received workflow state triggers an email to the hiring supervisor to submit the interview expandable to the Office of Human Resources. All required documentation must be submitted to the Office of Human Resources.

Reference Checks

1. Applicants are required to enter at least three (3) references in order to submit their application. Reference requirements are the following: one (1) Professional reference (current/former supervisor), one (1) coworker/work related reference, one (1) personal reference.

    Note: Check the application to confirm if applicant has provided written approval to contact current employer. If so, you may proceed with the reference checks. If not, you will need to obtain written approval from the applicant before checking references with a current employer/supervisor. If written permission to contact the present supervisor is not provided, you must inform the applicant that the application will not be considered further.

2. The Hiring Supervisor will have to manually trigger the references to be emailed out through PeopleAdmin. Before references are triggered, the Hiring Supervisor must check the application to make sure that the applicant has given authorization to contact his/her current/previous supervisor. If authorization has been given, the Hiring Supervisor must call the current/previous supervisor to complete a Reference Rating Sheet that will be submitted with the candidate's file.

3. If all the references are received through PeopleAdmin, then the status of the applicant is changed to References Received. If some references are received through PeopleAdmin and others are completed through a Reference rating sheet, then the

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Hiring Supervisor will have to move the applicant into the "References Received" workflow state. An email notification will be sent to the hiring supervisor informing them to submit the Interview Expandable to Human Resources.

Employment

1. The President or designee shall review the selection process to date, may interview the candidate finalists, and may either recommend one applicant to the position or continue the search.

2. The President shall be actively involved in the employment process for all positions, unless delegated to a lower level by the President.

3. The hiring supervisor must submit the following required hiring documentation for all positions to the Office of Human Resources:
   a. Memo to the President
   b. Completed Candidate Evaluation Matrix
   c. Applicant List Report
   d. Screening/Interview Committee Member Confidentiality Agreement
   e. Job Description (Job Posting)
   f. Application for Employment including Resume, Cover Letter, and Transcripts
   g. Interview Checklist and Civil Rights Form for each person interviewed
   h. Interview Questions for each person interviewed
   i. *Faculty position will require a completed Faculty Transcript Evaluation Form and/or Statement of Qualifications Form

   Note: All required documentation must be in the Office of Human Resources before the position can be considered for approval by the President.

4. The Office of Human Resources will complete a final review to ensure all required documentation has been provided by the recommended candidate before forwarding the file to the President. If the recommended candidate is approved by Human Resources, Human Resources will change the candidate status to HR Packet Review in PeopleAdmin.

5. HR Packet Review will trigger an email to the hiring supervisor to initiate the Hiring Proposal on PeopleAdmin (former PAR form). This will also trigger an email to the recommended candidate to request official transcripts to be mailed to TSC Office of Human Resources.

6. Hiring Proposal will transition through the following workflows.
   a. Hiring Supervisor – Dean/Director
   b. Dean/Director – Vice President
   c. Vice President – Budget GL Approval
   d. Budget GL Approval– Budget Management Approval
   e. Budget Management Approval – Human Resources
   f. Human Resources – President

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g. President – Human Resource to make job offer

7. An offer to hire someone in a position cannot be made until approval from the President or President's designee is obtained.
8. The Office of Human Resources will review recommended starting dates to ensure that a starting date occurs after spring break, holiday break between fall and spring semesters, or other extended holiday if it is within 10 workdays of any of the aforementioned paid holidays.
9. Announcement of appointment is the sole right of the College.
10. The Office of Human Resources shall send out notification to all other candidates informing them that another candidate was selected and that the position has been filled.

Additional Required Forms
1. Authority to Report to Work
2. Board Policy Acknowledgement
3. Outside Employment Disclosure Form
4. I-9 Form
5. W-4 Form
6. Personal Data Form
7. Payroll Direct Deposit Authorization Agreement Form
   a. Copy of Social Security Card
   b. Copy of Texas driver's license or appropriate identification for I-9 Form
8. Insurance Multi-Purpose Form

Equal Employment Opportunity
The College shall provide equal employment opportunity for all qualified persons in full compliance with existing laws. Qualifications will be published for each position within each job description and shall be applied consistently and fairly to all applicants. "Qualified" shall be defined as having the requisite education, experience, ability, training, and/or skills required of the position as defined in the job description.

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