LAMAR INSTITUTE OF TECHNOLOGY

HUMAN RESOURCES

Staff Hiring Procedures

Preparation:

- ***Review*** - Carefully review each application and/or resume and complete a Screening Matrix. Make sure you are only reviewing specific requirements of the job as posted.

- ***Schedule*** the interview(s). Those applicants with the top three (3) highest scores that meet the minimum job qualification on your matrix must be scheduled for an interview. All applicants with the same score on the screening matrix **must** be interviewed. In the event that less than three (3) applicants which meet the minimum job qualifications apply, you will need to interview all applicants.

- ***Structured Questions*** **must** be asked of each applicant interviewed (*Refer to the Interview Guide for information on how to conduct an interview).* List these questions on the "Interview Results Form" or as a separate attachment. The interview questions and applicants answers must be returned to Human Resources with your recommendation for hire or when closing a posted position without hiring. Be sure to complete a Reference Check Form at the time of the interview and return the completed form to Human Resources. *(See below for information concerning reference checks).*

- ***Security Sensitive Release Form*** - All hourly (excluding student hourly), staff, and faculty (excluding adjunct faculty) positions are considered security sensitive and will require a background investigation of the selected candidate in accordance with the Texas Education Code §51.215 and the Texas State University System Policy. A Security Sensitive Release Form must be completed for all applicants recommended for hire to Human Resources. **Failure to complete this form will result in the candidate being disqualified**. **ONLY** the selected candidate will be subject to the background investigation. Applicants that are current employees of Lamar Institute of Technology **must** complete this form as well.

- ***Reference Check Form*** – It is required to verify references on the **applicant recommended for hire**. The **"Written Reference Check"** form should be used when a former employer is contacted. This form requires the applicant's signature and should be completed even though the applicant has indicated on their application that we may contact that employer. The applicant's signature signifies permission to contact their references, including previous employers. The **"Reference Check"** form should be completed when checking the professional references that the applicant has provided on their application.

  Reference Checks for the selected candidate must be completed on the candidate recommended for hire, regardless if currently employed by Lamar Institute of Technology.

- ***Documentation*** - The following documents must be completed and forwarded to Human Resources clearly marked as NEW HIRE FORMS:

  - **An F3.2** (**Personnel Action Request Form**) for the person recommended for hire. Signatures of the Account Manager, Dean/Director, and Vice President must be obtained prior to returning this form to Human Resources (Human Resources will obtain the signature of the Budget representative after the recommended candidate has accepted the position).

- **Position Screening Matrix** for the scoring of applications and/or resumes. A Screening Matrix must be completed by the hiring department and include all applicants that have applied for the posted position. The **point equivalency** developed for screening on the matrix must be included.

- **Change of Status in PeopleAdmin** while in the Active Applicant display screen, you can change the status of applicants as you review their applications, interview the applicant, and make a final decision. To change the status of one applicant, click the "Change Status" link under the Status column heading. To change the status of multiple applicants at the same time, check the box under the "All/None" column for each applicant that you wish to change, then click the button labeled **"Change Multiple Applicant Statuses"**. You may also click the "All" link to select all applicants at the same time. To deselect all applicants, click the "None" link. Under the "Status" column, appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **"Continue to Confirm Page"** button. To reset the statuses to their original values, click the **"Reset to Original Status"** button. To return to the previous screen, click the **"Cancel"** button.

  NOTE: If you are changing multiple applicant statuses, you may change them all at same time, by using the **"Change Multiple Applicant Statuses"** button. After setting all applicants' statuses using the **"Change Multiple Applicant Statuses"** button, you can change individual applicant statuses below. After clicking on the **"Continue to Confirm Page"** button, you will come to a confirmation page. Select the **"Save Status Changes"** button to complete the action. Select the **"Cancel"** button to return to the previous screen to edit your changes.

- **Recommended for Hire –** Before returning completed "hiring" forms to Human Resources you need to change the status of your selection for hire as well as those applicants that you interviewed for the position. You need to make sure that you have selected a reason for non-hire for those interviewed applicants you are NOT recommending for hire and to change the status of your selected applicant to **"Recommended for Hire"** in PeopleAdmin.

  An offer of employment for your "Recommended for Hire" will be approved only after a background check has been completed and all other required information has been received and reviewed in Human Resources. **The offer for employment will be extended to the recommended applicant by Human Resources <u>or</u> if requested by the Hiring Manager, the hiring department's representative may make the offer of employment AFTER THEY HAVE RECEVIED APPROVAL FROM HUMAN RESOURCES.**

- **Interview Results Form** this form must be completed for each applicant that **<u>is</u>** interviewed. When completing the form for the applicant(s) <u>NOT</u> selected make sure and document your reason for non-selection. Make sure your reasons are objective and defensible using one of the reasons provided in the PeopleAdmin Active Applicant display screen.

- **Interview Questions** a list of all questions asked of each applicant must be provided to Human Resources along with the applicants responses to the questions.

- **Miscellaneous** supporting documentation must be returned to Human Resources, this information may include, Search Committee members' notes, screening results, justification memo(s), and skills test & answer key, etc.

If documents have been omitted, not completed, and/or completed incorrectly, the hiring manager will be contacted to complete the documentation.

- **Hire Dates** for new employees are the 1st and the 15th of each month. These two (2) dates are the only dates that Benefits Orientations will be conducted. Any exceptions must be granted by the Associate Vice President of Human Resources or the Director of Human Resources. If newly hired employees miss the scheduled orientation, the employee will be automatically enrolled in health insurance **for the**

employee only. They must then attend the next scheduled orientation in order to select any other benefits. (Lamar Institute of Technology employees receiving a promotion or making a transfer within LIT are not required to attend orientation and the date of employment should be determined by a mutual agreement between the new hiring department and the department from which the employee will be leaving).

[Records Retention requires Human Resources to keep hiring compliance files for five (5) years. This documentation is required for EEOC, audit, and/or court reviews.]Preparation: