

Texas A&M AgriLife Extension Service Procedures

33.99.01.X0.01 | Recruiting and Employment Procedures



Approved: July 3, 1998
Revised: August 25, 2003
February 10, 2005
September 13, 2007
November 5, 2009
December 15, 2010
September 28, 2011
January 26, 2012
October 29, 2014
August 15, 2016

Next Scheduled Review: August 16, 2021

PROCEDURE STATEMENT

This procedure establishes the recruiting and employment procedures for all Texas A&M AgriLife Extension Service (AgriLife Extension) positions.

REASON FOR PROCEDURE

This procedure is developed to ensure equal employment opportunity for all job applicants, and to comply with all applicable Texas A&M University System (System), state, and federal policies, regulations, and laws. Texas A&M AgriLife (AgriLife) Human Resources is responsible for reviewing hiring decisions of units to ensure that they are made in accordance with this procedure, and that throughout the decision no disparate impact is made upon any protected group.

PROCEDURES AND RESPONSIBILITIES

1.0 GENERAL

- 1.1 Hiring decisions will be made on the basis of qualifications without regard to race, color, sex, religion, national origin, age, disabilities, genetic information, veteran status, sexual orientation or gender identity.
- 1.2 Requests to waive normal posting and recruiting steps must be submitted, in writing, to the director or designee for consideration and approval prior to an offer of employment.
- 1.3 When recruiting, supervisors should refer to the Recruiting and Selection Guide for Hiring Managers and Supervisors.

2.0 BUDGETED POSITIONS

- 2.1 All nonfaculty positions must be posted at <https://greatjobs.tamu.edu/hr> for a minimum of five (5) days, and must have an approved position description on file in GreatJobs. Faculty positions may also be posted at <https://greatjobs.tamu.edu/hr>.

The statement "Texas A&M AgriLife is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer" must be a part of all job announcements. In paid advertisements, the statement may be shortened to: "EO/AA/Vet/Disability Employer."

Search committees should follow the instructions provided in the AG-476, *Search Committee Guidelines*.

2.2 Every offer of employment for a budgeted position shall be conditioned on verification of education, license and certification requirements, relevant previous employment, and other job–related credentials. Hiring Units must verify job–related credentials for any position that requires a degree, or for which the candidate has claimed a degree or professional license.

- Verify education/degree by obtaining transcript from applicant for highest degree attained, or requesting verification by AgriLife Human Resources when submitting AG-473, *Background Check Disclosure Notice and Authorization Form*.
- Foreign degree verification is the responsibility of the hiring unit. If the highest degree claimed is from a U.S. based institution, a transcript or check done by AgriLife Human Resources is sufficient to fulfill the verification requirements.
- Verify military service by requiring applicant to provide copy of DD-214 or other appropriate documentation if military service claimed on application.
- Verify certifications, licenses, or other job–related credentials by requiring applicant to provide written documentation.

2.3 Every offer of employment shall be conditional on successful completion of a background check. Hiring units must obtain from the applicant and forward to AgriLife Human Resources an AG-473.

- If a background check returns information warranting further consideration, AgriLife Human Resources will contact the hiring unit. This information must be handled in accordance with System Regulation 33.99.14 *Criminal History Record Information – Employees and Applicants*.
- If the results of the background check are such that a decision is made to not hire the applicant, AgriLife Human Resources will send an adverse action letter to the applicant. The applicant will be given 7 days to dispute the accuracy of the background check report. Hiring managers will wait the 7–day period before filling the vacancy with another applicant.

2.4 Upon completion of the background check and education verification, AgriLife Human Resources will e-mail the hiring unit. A copy of this email must be included in new employee paperwork sent to payroll.

2.5 If the position is offered to a male applicant age 18–25, the applicant must complete the *Statement of Selective Service Registration Status*, and registration must be verified for those who are not exempt from the registration provisions. AgriLife form AG-401, *Statement of Selective Service Registration Status* and the verification, if applicable, must be provided to payroll along with other new employee documents.

2.6 The hiring certificate, which is automatically generated by GreatJobs, must be signed by the hiring supervisor, and submitted to payroll along with other new employee documents. The hiring supervisor's signature affirms the following requirements have been met:

1. application materials were reviewed for all qualified applicants;
2. a standard set of interview questions was asked of all interviewed applicants;
3. references were checked for the final applicant; and
4. job–related credentials were verified as required by System Regulation 33.99.01, *Employment Practices*, and agency procedures.

2.7 Assemble files in accordance with the following AgriLife checklists: recruiting file and personnel file.

3.0 WAGE POSITIONS

3.1 A position announcement is posted with Texas Workforce Commission by AgriLife Human Resources.

- 3.2 Every offer of employment for a wage position should be conditioned on verification by the hiring supervisor or appropriate person of any relevant job-related credentials, and the procedures outlined in section 2.2 of this procedure will be followed as applicable.
- 3.3 A background check is required, and the procedures outlined in section 2.3 of this procedure will be followed as applicable.
- 3.4 If you have offered the position to a male applicant age 18–25, the procedures outlined in section 2.5 of this procedure will be followed.

4.0 ORIENTATION AND TRAINING

- 4.1 Timely orientations and appropriate training are required by System policy, laws, and regulations.
- 4.2 Employees are required to complete training as specified in System Regulation 33.05.02, *Required Employee Training*.

5.0 EXPORT CONTROLS COMPLIANCE

For procedures related to employment of foreign national and export controls compliance, see the *AgriLife Export Controls Compliance Program Manual*.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

[System Regulation 33.05.02, *Required Employee Training*](#)

[System Regulation 33.99.01, *Employment Practices*](#)

[System Regulation 33.99.14, *Criminal History Record Information – Employees and Applicants*](#)

[*AgriLife Export Controls Compliance Program Manual*](#)

[*Recruiting and Selection Guide for Hiring Managers and Supervisors*](#)

[AG-401, *Statement of Selective Service Registration Status*](#)

[AG-473, *Background Check Disclosure Notice and Authorization Form*](#)

[AG-476, *Search Committee Guidelines*](#)

[AgriLife Recruiting File Checklist](#)

[AgriLife Personnel File Checklist](#)

CONTACT OFFICE

Questions concerning this procedure should be referred to AgriLife Human Resources at 979-845-2423.