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## PROCEDURE SUMMARY

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

In addition, this procedure ensures equal employment opportunity for all job applicants and compliance 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 unit hiring decisions to verify they are made in accordance with this procedure, and that no disparate impact is made upon any protected group.

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## PROCEDURES AND RESPONSIBILITIES

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### 1.0 GENERAL

- 1.1 Hiring decisions will be made based on qualifications without regard to race, color, sex, religion, national origin, age, disability, 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 in Workday for a minimum of five (5) days, and must have an approved position description on file in Workday. Faculty positions may also be posted in Workday.

The statement "Texas A&M AgriLife is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer" must be included in 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 AG-476, *Search Committee Guidelines*.

- 2.2 Every offer of employment for a budgeted position will be conditional 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 requiring a degree, or for which the candidate has claimed a degree or professional license. Below is information for obtaining verifications.
  - Verify education or highest degree attached by obtaining a transcript from the applicant, or by submitting a *Verification of Degree* Release form to AgriLife Human Resources.
  - 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.

- Military service is verified by requiring the applicant to provide a copy of DD-214, or other appropriate documentation, if military service is 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 the successful completion of a background check done either through Workday recruiting or by completion and submittal of the AG-473 form to AgriLife Human Resources.

- 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 not to hire the applicant, AgriLife Human Resources will send an adverse action letter to the applicant. The applicant will be given seven (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 done outside of Workday recruiting and education verification, AgriLife Human Resources will e-mail the hiring unit. A copy of the degree verification e-mail and background check results e-mail (if done outside of Workday recruiting) must be included with the new employee documents sent to payroll in Laserfiche.

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. A completed AgriLife form AG-401, *Statement of Selective Service Registration Status* and the verification, if applicable, must be provided to payroll in Laserfiche, along with other new employee documents.

2.6 The *Ready to Hire Compliance Checklist*, which is automatically generated in Workday confirms the following requirements have been met:

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

2.7 Files should be assembled in accordance with the following AgriLife checklists:

- recruiting file
- personnel file

### 3.0 TEMPORARY/CASUAL POSITIONS

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

3.2 An offer of employment for a temporary/casual position is conditional on verification by the hiring supervisor of any relevant job-related credentials. Verifications 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 the position is offered 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 nationals and export controls compliance, see the *AgriLife Export Controls Compliance Program Manual*.

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### RELATED STATUTES, POLICIES, OR REQUIREMENTS

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[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](#)

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### CONTACT OFFICE

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

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### REVISION HISTORY

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Approved: July 3, 1998  
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