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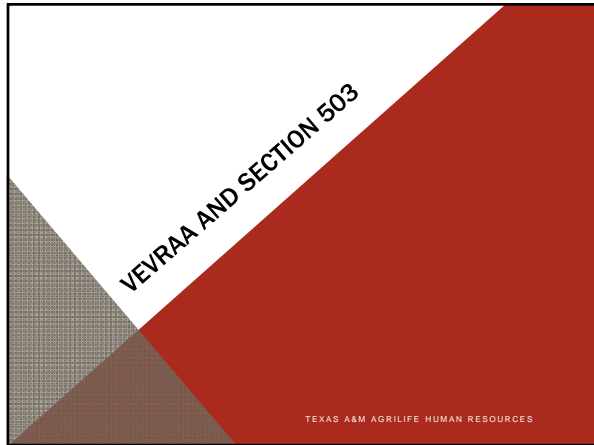
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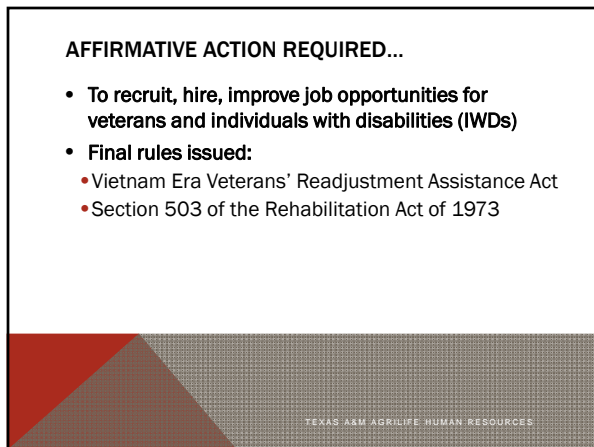
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**VEVRAA / SECTION 503 REHABILITATION ACT**

- **Who?**
  - Pre-offer self-identification
  - Post-offer self-identification
- **What and where?**
  - Actively recruit
  - Track recruiting efforts by position and by agency
- **Assess effectiveness of recruiting efforts**
  - Track number who apply
  - Track number hired
  - Analyze results

TEXAS A&M AGRILIFE HUMAN RESOURCES

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**RECRUITING FOR DIVERSITY**

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**WHY RECRUIT FOR DIVERSITY?**

**A diverse workforce enhances:**

- Connection with the customers.
- Employee motivation.
- Employee innovation.
- Employee recruitment and retention.
- Continuous quality improvement.

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## HOW TO RECRUIT FOR A DIVERSE WORKFORCE

### Build Awareness and Knowledge

- Free online training on TrainTraq 2111243: Introduction to Diversity and Inclusion

### Develop Recruitment Strategy

- Recruiting and Selection Guide for Hiring Managers and Supervisors at <http://agrillifeas.tamu.edu/documents/recruiting-guide.pdf>

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## HOW TO RECRUIT FOR A DIVERSE WORKFORCE

### Utilize Advertising and Sourcing Options

- Building a Diverse Applicant Pool at <http://agrillifeas.tamu.edu/documents/building-diverse-applicant-pool.pdf>
- Recruiting for Veterans at <http://agrillifeas.tamu.edu/hr/diversity/veterans/#recruiting-veterans>
- Recruiting and Hiring People with Disabilities at <http://agrillifeas.tamu.edu/hr/diversity/people-with-disabilities/>
- "Texas A&M AgriLife is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer" must be a part of all job announcements and may be shortened to: "EO/AA/Vet/Disability Employer".

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## HOW TO RECRUIT FOR A DIVERSE WORKFORCE

### Create and Assess Diversity of Candidate Pool

- The "EEO Summary" report in GreatJobs will give you a summary (not names) of applicants who have voluntarily provided their ethnicity and/or gender.

Reports

- Hiring Matrix
- Interviewed Applicants
- Applicant Addresses
- EEO Summary

CANCEL VIEW POSTING SUMMARY >>

Applicants Posting Details Template Level Posting Specific Questions Screening Hiring Steps Guest User Hiring Documents Notes/History Reference Letters

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## HOW TO RECRUIT FOR A DIVERSE WORKFORCE

### Analyze EEO Summary

- The number in each field should ideally reflect the percentage of women and minorities available in the recruiting area.

New EEO Report

Gender	Not Disclosed	Race/Ethnicity								Total	
		Hispanic / Latino	Non-Hispanic / Non-Latino					White	Two or More		Not Disclosed
			American Indian/Alaska Native	Asian	Black or African American	Native Hawaiian or Other Pacific Islander					
Female	0	0	0	0	0	0	0	0	0	0	
Male	0	0	0	0	0	0	0	0	0	0	
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

TEXAS A&M AGRILIFE HUMAN RESOURCES

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## HOW TO RECRUIT FOR A DIVERSE WORKFORCE

### Documentation of Advertising

- Employment Opportunity Announcements – Internal or external announcements or advertisements of job openings should be documented in the recruiting file.

### Screen and Select

- Determine if one of the finalists is entitled to a hiring preference, which may include: Veteran or former foster child.

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**RECRUITING AND HIRING PROCESS  
BEST PRACTICES**

- Contingent Offer Letters
- Hiring Matrix/Ratings
- Interview Questions and Answers
- Reference Checks
- Recruiting Files for Hired vs. Not-Hired

*Best Practice = Preferred Way!*

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**CONTINGENT OFFER LETTERS**

**Offer letters are required for budgeted new hires, rehires and transfers, and graduate assistants.**

- Best Practice – for temporary wage and student workers
- Templates available on our website and in the *Recruiting and Selection Guide for Hiring Managers and Supervisors*
- Signed offer letters go in payroll file in Laserfiche.
- Faculty Offer Letters – follow DOF guidelines here:  
[http://dof.tamu.edu/sites/default/files/hiring/Offer\\_Letter\\_Guidelines.pdf](http://dof.tamu.edu/sites/default/files/hiring/Offer_Letter_Guidelines.pdf)

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**HIRING MATRIX/RATINGS**

**A matrix or type of applicant rating is required for all adlocs**

- Hiring matrix is required for O2 adlocs. Best practice for AgriLife adlocs is to utilize a matrix or some sort of rating to support hiring decision.
- Use Excel matrix on TAMU website:  
<http://employees.tamu.edu/managers/hiring-matrix/> also a link to training on that site
- OR print out rating page from NOV in GreatJobs, or make your own.

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### INTERVIEW QUESTIONS & ANSWERS

**Standard set of interview questions are required for all adlocs**

- Documentation is required for O2 adlocs and best practice for AgriLife adlocs .
- Resources for sample questions, lawful and unlawful questions, types of interviews can all be found on our website: <http://agrilifeas.tamu.edu/hr/supervisor-toolkit/recruiting/>
- Best Practice - hiring supervisor should complete the Effective Hiring Practices Training Course #21.1264 in Train Traq (O2 adloc postings require this training before the job will be posted)

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### REFERENCE CHECKS

**Reference checks are required for all adlocs.**

- Documentation of checks required for O2 adloc TAMU postings . Best Practice for AgriLife adlocs.
- Best Practice is to check at least the most recent 2 work references in addition to any personal references provided.
- Letters provided as references should be stored with application materials in personnel file in Laserfiche.
- Sample reference check forms and questions can be found on our website at <http://agrilifeas.tamu.edu/hr/supervisor-toolkit/recruiting/>

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### RECRUITING FILES - HIRED

**Required to retain for 5 years after separation/retirement of employee**

- File copy of NOV, matrix/rating, interview Q&As and reference check materials for person hired in Laserfiche Section 3.1
- Name file so you can easily remove it at same time personnel file is destroyed.
- Transfer recruiting file with personnel file.

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**RECRUITING FILES – NOT HIRED**

**Required to retain for 5 years from the date the position is filled.**

- Best practice is to attach matrix/rating, interview Q&A & reference check materials for persons not hired to hiring documents tab on NOV .
- OR keep in Laserfiche, but separate from file on person hired.

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**RECRUITING FILES – FACTS TO TAKE AWAY**

- Remember if O2 adloc - all hiring documents required and must be attached to posting in PATH.
- When you attach hiring documents in GreatJobs, click “Confirm” and then “Save”
- Continue to put signed application and associated documents in Personnel file, general section, in Laserfiche.
- If attachments are too large for GreatJobs, store them in a separate file in Laserfiche and attach a note in GreatJobs.

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**HIGHLIGHTS OF FOREIGN NATIONAL PROCESS**  
BY: JEANETTE PHILLIPS

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### HIGHLIGHTS OF FOREIGN NATIONAL PROCESS

May require coordination between:

- Department
- AgriLife Human Resources
- International Faculty and Scholar Services (IFSS)
- Office of Vice President for Research
- International Student Services (ISS)
- Risk Management/Export Controls Department
- Department of Labor
- U.S. Citizenship and Immigration Services (USCIS)

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Visa Category	Purpose	Employment Authorized?
B-1	Visitor for Business	NO employment authorization; Cannot receive compensation for services performed in the U.S. except for honoraria from academic institutions.
F-1	Foreign student engaging in full course of study at accredited academic institution in the U.S.	Employment authorization for 20 hours of work on campus per week, full time when school is not in session. Can be authorized to work off campus. CPT and OPT can be authorized.
F-2	Dependent of an F-1	NO employment authorization.
J-1	Exchange Visitor Program includes Students, Short-term Scholars, Professors, Researchers, etc.	Student - may work for 20 hours per week on campus or off campus in limited circumstances. Other J-1 exchange visitors can only work for the designated program sponsor and can be paid or unpaid.
J-2	Dependent of a J-1	Employment authorization may be granted.
H-1B	Temporary professional worker in specialty occupation.	Employment authorized only for sponsoring employer.
H-4	Dependent of an H-1B	NO employment authorization.
TN-1	Canadian holder of Trade NAFTA visa	Employment authorized only for sponsoring employer.
TN-2	Mexican holder of Trade NAFTA visa	Employment authorized only for sponsoring employer.
TD	Dependent of an TN	NO employment authorization.

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### J-1 VS. H-1B

J-1	H-1B
Visit	Employment
Intend to return home.	Dual intent.
No prevailing wage; can be unpaid.	At least prevailing wage.
Specific dates.	Open ended dates.
Educational and cultural exchange.	Employer/Employee relationship.

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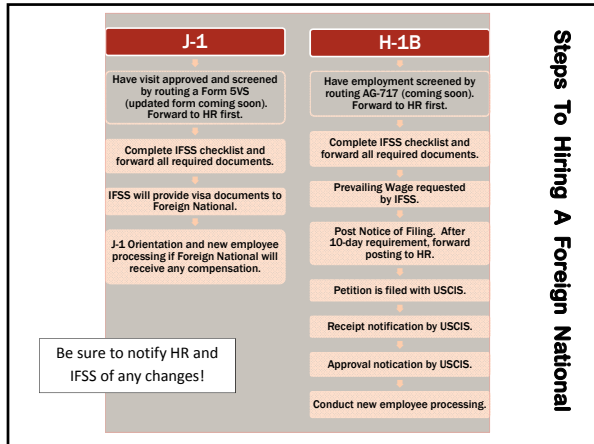
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### PREVAILING WAGE

- Notify HR if your prevailing wage comes back higher than your offer.
- Review your job description and the category IFSS used.
- Review current employees in the same title for equity issues.
- If the decision is made to match the PW - additional authorizations may be needed.

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### ONBOARDING & OFF BOARDING

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**NEW EMPLOYEE ONBOARDING**

- Refer to AG-421, New Employee Processing Checklist
- Refer to Day One website for the most up to date required forms
- <http://dayone.tamu.edu/hr/careers-employment/dayone/>
- Please make sure all forms are signed and completed (Statement of Previous State Employment & Selective Service Form, only if applicable)
- Use Guardian Electronic I-9 in place of paper form
- Training available in TrainTraq
  - 2112154: Guardian Electronic I-9 System: Overview of the Location Manager Interface
  - 2112153: Guardian Electronic I-9 System: How to Use the One Minute I-9 Module

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**POSITION DESCRIPTIONS MUST BE CERTIFIED BY EMPLOYEE & SUPERVISOR WITHIN 30 DAYS.**

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**OFF BOARDING TERMINATED EMPLOYEES**

- Refer to AG-442, Employee Out-Processing Checklist
- Submit the form to Payroll within **30 days** of termination
- Must be completed for **all** employees (budgeted & wage)
- FAQ's and other resources can be found in Supervisor Toolkit at: <http://agrilifeas.tamu.edu/hr/supervisor-toolkit/separations/>

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**AFFORDABLE CARE ACT**  
HOW DOES THIS AFFECT TAMU'S HEALTH INSURANCE?

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**Changes Already Implemented**

- 9/1/2010 – Mental Health Outpatient Copay reduced to \$30 per visit (instead of specialist copayment amount of \$45).
- Also, removed the maximum number of mental health outpatient visits allowed per fiscal year

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**Changes Already Implemented**

- 9/1/2011 – Dependent Children may remain covered under **Health** insurance until age 26, regardless of marital status. Prior to this date, dependent children could remain on health insurance until age 25, or until married, if this occurred before age 25.
- Dependent children are eligible for dental, vision, dependent life and AD&D coverage until age 25, or until married if this occurs before age 25.

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## Changes Already Implemented

9/1/2011 – Most preventive services are covered at no cost to the employee/dependent.

This includes child immunizations, adult vaccinations, mammograms, colonoscopies and annual wellness exams, as well as other services.

Contraceptive methods for women are covered at no cost.

Certain smoking cessation medications are available at no cost.

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## Changes Already Implemented

- 9/1/2013 – Health Care Flexible Spending Account maximum reduced to \$2,500 per fiscal year.

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## Still To Come

- Effective 9/1/2014 – Out of pocket maximum will include office visit copayments & co-insurance amounts (but not medical deductible, prescription deductible or prescription copayments)

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## Tobacco User Premium

- 9/1/2012 – \$30 additional health insurance premium per month charged for Employee/Retiree, Spouse and Dependent Child (if declared to be a tobacco user)
- Tobacco User defined as using tobacco products at least 5 times in a 3 month period.
- If a person's tobacco user status changes during the year, he/she can submit a form in order for the tobacco premium to be adjusted.

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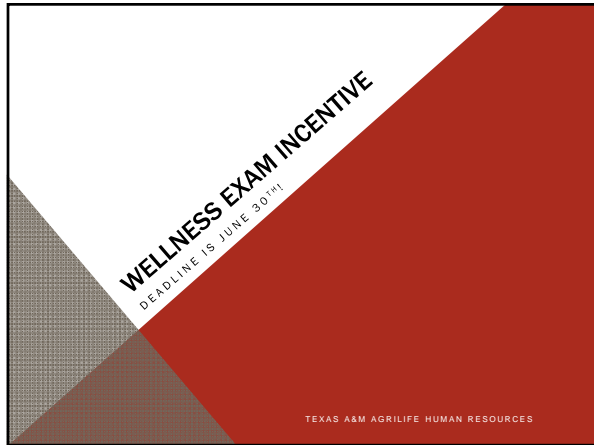
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## Wellness Exam

- 9/1/2014 – There will be a \$30 higher health insurance premium per month for employees and spouses who are enrolled in TAMUS health insurance and did NOT receive a wellness exam between January 1, 2013 and June 30, 2014.
- This premium will remain in place until approximately 90 days after employee/spouse have a wellness exam.
- Retirees and their spouses are exempt from this provision
- Grad Assistants who are NOT enrolled in the A&M Care plan are exempt from this provision.
- Children of any age are exempt from this provision.

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## Wellness Exam

- This summer, BlueCross BlueShield will send TAMUS confirmation of employees and spouses who have received a wellness exam in this time frame.
- Employees and/or spouses whose health coverage began on/after 9/1/2013 do not have to get a wellness exam until June 30, 2015.
- **The wellness exam will be required every fiscal year, in order to avoid paying a higher monthly health insurance premium.**

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## Wellness Exam

- In order to determine if you have been credited with a wellness exam since January 1, 2013:
- Go to [bcbstx.com](http://bcbstx.com), and click on "log in"
  - Log in (or register if you haven't already) to Blue Access for Members (BAM)
  - Click on the **My Coverage** Tab
  - On the left side of the screen, click on **Incentives**
  - Click on **Visit Site**, then Hover on **My Activities**
  - Click on **Completed Activities** to see if you see the phrase "**Employer Specific Program Completion**" under this category. If so, it has been counted as a wellness exam.

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## Wellness Exam

- Spouse must create his/her own log-in to verify if wellness exam has been credited.
- Or, call BlueCross BlueShield member services at 866-295-1212 for assistance.

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**FAMILY  
MEDICAL LEAVE ACT (FMLA)  
AND  
PARENTAL LEAVE ACT  
(PLA)**

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<http://agrillifeas.tamu.edu/hr/benefits-retirement/leave/>

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**FMLA**

- Employee Benefits
- Employee Eligibility
- Qualifying Conditions
- Serious Health Condition (defined)

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**FMLA**

- Employee Responsibilities
- Supervisor Responsibilities
- Department Leave Administrator Responsibilities



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**PACKETS**

- FMLA – Employee’s Condition
- FMLA – Employee’s Family Member’s Condition
- PLA – Employees not eligible for FMLA  
(leave for birth/adoption/foster care of a child)



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**NEW FORMS**

- Medical Certification Forms (Only 1 Page)
  - Employee (AG-521)
  - Family Member (AG-522)
- Notification Memos
  - FMLA – Employee & Family Member (AG-523)
  - Parental Leave (AG-524)



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**NEW FORMS**

- Adoption/Foster Child Placement Form (AG-525)
- FMLA/SLP Checklist (AG-526)
- Sick Leave Pool Contribution Form (AG-433)
- Sick Leave Pool Application to Withdraw Hours (AG-434)

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**LEAVE QUESTIONS**

**CONTACT: DORIS TYKAL**  
**PHONE: 979-845-2361**  
**EMAIL: [dmtikal@ag.tamu.edu](mailto:dmtikal@ag.tamu.edu)**

**Thanks, and have a great afternoon!**

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