

Memo to: All UH-Downtown/PS Holders  
From: Juan Sánchez Muñoz, President  
Subject: Recruitment and Employment Policy

UH-Downtown/PS 02.B.14  
Issue No. 3  
Effective Date: 05/15/2019  
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## 1. PURPOSE

The University of Houston-Downtown is committed to equal opportunity and affirmative action in its recruiting practices. This Policy Statement sets forth the policy and procedures regarding recruitment of staff, temporary employees, and student assistants. A separate policy, [PS 10.A.13, Faculty Employment Policies](#), deals with the faculty employment policy and procedures.

## 2. DEFINITIONS

- 2.1 Applicant Tracking System (ATS): The automated system that allows job seekers to view and apply for job postings and submit resumes and other documents electronically.
- 2.2 Criminal Background Check: A search for information about an individual's convictions and verifies birth date and social security number.
- 2.3 Collaborator: Any individual(s) needing access to the requisition and/or candidate information. This includes the hiring manager and search/screening committee members.
- 2.4 Job Description: A document that describes the major duties, functions, and authority assigned to a position, the relationship between the position and other positions in the department and details the minimum skills, education, experience, and abilities required to perform the job.
- 2.5 Job Posting: The method of displaying current job openings that extends an invitation to those interested to apply. Postings include a summary of the major duties and responsibilities and minimum qualifications for the job.
- 2.6 Motor Vehicle Report: A record that contains information about a person's driving history, including information about traffic convictions for driving-related incidents.
- 2.7 Requisition: Template used within the applicant tracking system (ATS) to create staff, faculty, and student positions for publication to the careers website.
- 2.8 Position Request (ePRF): The electronic document generated in the Human Resources Information System (HRIS) to create a new position, fill a vacant position, or change or reclassify a position.

- 2.9 Staff Employee: An individual employed on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition of employment and those holding a teaching and/or research position classified as faculty.
- 2.10 Student Assistant: An employee whose position requires student status at UHD as a condition for employment, regardless of funding.
- 2.11 Temporary Appointment: A position of short duration (less than four and one-half continuous months), intermittent in nature, or a position where it is clearly impractical to employ an individual on a continuing basis for more than four and one-half, continuous months.

### 3. POLICY

- 3.1 Recruitment and selection of candidates for vacant positions are conducted in accordance with applicable statutes, regulations and policies of the State of Texas and consistent with the principles of equal employment and affirmative action.
- 3.2 All staff and student assistant positions must be posted by Employment Services and Operations (ESO) on the [UHD Careers Site](#) prior to the distribution of any public notices, placed advertisements, or screening of applicants.

ESO will publish all staff positions with a variety of external agencies to ensure compliance with federal and state regulations and improve its recruitment efforts of women, minorities, veterans, and persons with disabilities.

- 3.2.1 Approved vacancies may be publicized with external advertising venues upon the request of the hiring department. All advertisements must be approved by ESO prior to placement and include the appropriate Equal Employment Opportunity (EEO) statement.
- 3.2.2 Student assistant positions may remain open for one year, from July 1 through June 30. Departments may hire from this pool of applicants for multiple positions throughout the year.
- 3.2.3 Temporary positions must be posted on the UHD [Careers Site](#).
- 3.3 All job postings, whether internal or external, must be posted for a minimum of ten (10) working days prior to making a hiring decision. Waivers of posting are not permitted.

- 3.4 Employment qualifications listed on position requests and job postings must be work-related, consistent with business necessity, and included on the official job description.
- 3.5 To be considered for a position, applicants must apply online and submit all required documentation at the official UHD [Careers Site](#).
- 3.6 Screening committees are required for positions with budget authority and/or supervisory responsibilities and for other professional positions determined by the respective administrative officer.
- 3.7 If a screening committee is required for the candidate review process, the hiring manager will identify the proposed committee membership, including the proposed chair, in the Collaborator section of the requisition. The Affirmative Action Officer (AAO) or designee will review the proposed committee membership and appoint the committee during the Requisition approval process.
  - 3.7.1 The screening committee should be diverse (race, ethnicity and gender) and consist of a minimum of four committee members.
  - 3.7.2 The committee should include a minimum of two staff or faculty within the relevant administrative unit and one outside the unit.
- 3.8 The hiring manager or committee chair will schedule the first committee meeting. During the first committee meeting, all committee members must be trained by ESO on affirmative action hiring practices and the employment process. The first meeting must be scheduled before any applications are reviewed.
- 3.9 All employment decisions must be based on qualifications, relevant experience, and abilities. Candidates must be evaluated based upon their potential to perform the duties established for the position in which the candidate has applied. The position's duties and qualification requirements, as described in the position description, must be used to determine the candidates that possess the basic minimum qualifications.
- 3.10 All candidates for employment will be subject to a criminal background check prior to an official offer of employment; other background checks may be required depending on the position.
  - 3.10.1 Motor Vehicle Record (MVR) checks must be conducted for positions that require driving a University-owned or leased vehicle as an essential part of the job (see [PS 02.A.16, Motor Vehicle Record Evaluation Policy](#)).
- 3.11 All candidates for employment must not have any outstanding financial obligations to any university within the University of Houston System.

## 4. PROCEDURES

### 4.1 Procedures for Hiring Staff, Student and Temporary Positions

- 4.1.1 Departments in need of temporary staff should contact ESO for assistance.
- 4.1.2 If the position is new or a reclassification, a [Job Analysis Questionnaire](#) must be completed and submitted with the ePRF to ESO's Compensation Department for review and approval.
- 4.1.3 A requisition is created in the applicant tracking system by the hiring department.
- 4.1.4 A notification is sent to the hiring manager that the requisition has been created and is ready for review. Once the requisition is approved by the hiring manager, it is reviewed/approved by the Compensation unit, and forwarded to Talent Acquisition.
- 4.1.5 The approved requisition is posted to the UHD [Careers Site](#) by ESO.
- 4.1.6 If a screening committee is required, the Affirmative Action Officer (AAO) or designee will review the proposed committee membership and appoint the committee.
- 4.1.7 The screening committee members are given access to the applicant tracking system when the requisition is created by the department. All search committee members should be added in the "Collaborators" section of the requisition.
- 4.1.8 Applicants begin applying online at the UHD [Careers Site](#).
- 4.1.9 Applicants who meet the minimum qualifications are forwarded to the hiring manager and screening committee, if applicable. The hiring manager, and screening committee, if applicable, are notified by email as applicants who meet the minimum qualifications have completed the application process.
- 4.1.10 The hiring manager and screening committee, if applicable, access the applicant tracking system using their network username and password. In the event a non-UHD employee is part of the committee, the external member must be set up in PeopleSoft as a Person of Interest (POI) to gain access to the ATS. The hiring department may contact ESO to set up the POI.

- 4.1.11 The hiring manager and/or screening committee review application materials in the applicant tracking system and complete the hiring matrix for that position. Applicants scoring the highest will be contacted to schedule interviews
- 4.1.12 The screening committee chair must send the list of proposed candidates to be interviewed to the Affirmative Action Officer or designee prior to scheduling interviews. The Affirmative Action Officer or designee will review/approve the applicant and interview pool. Once the interview and applicant pools are approved, the committee may move forward with scheduling interviews.
- 4.1.13 All interviews must be conducted using the same medium (i.e., telephone, Skype, Zoom, and/or face-to-face).
- 4.1.14 The interview process may consist of multiple rounds; committee members will score the applicants interviewed on the hiring matrix, and select those with the highest scores to move forward to the next round of interviews, if applicable. .
- 4.1.15 After the interview process is complete, committee members will provide their comments to the hiring manager.
- 4.1.16 Skills assessments to determine applicants' competencies are available through ESO. If applicant assessment testing is desired, the hiring manager contacts ESO and arranges for testing. Once the applicant completes the assigned test(s), the results are emailed to the hiring manager.
- 4.1.17 When the final candidate has been identified, the hiring manager will:
1. Update applicant status in the ATS.
  2. Assemble all pertinent search documentation to be scanned and attached to the Requisition in the ATS.
  3. Create an offer grid in the ATS and submit the offer for approval.
- 4.1.18 Upon review of the Offer Grid, a verbal contingent offer is extended to the final candidate by ESO for staff positions. Once accepted, ESO initiates the Pre-Hire process in the ATS for the candidate to complete. Verbal contingent offers for student and temporary positions are extended by the hiring manager.
- 4.1.19 ESO initiates a background check on the primary candidate for staff, temporary and student worker positions.
- 4.1.20 The hiring manager is notified by ESO of the background check results. Should the investigation reflect criminal history, the UHD Chief of Police and VPESO

evaluate the results against job-related criteria and make a recommendation as to whether the applicant is “employable” or “not recommended for employment.” If the applicant is “not recommended for employment,” the VPESO issues a report to the hiring authority, who may accept the recommendation and reject the employment of the applicant or request permission to hire through the appropriate vice president (see [PS 02.A.17, Security Sensitive Positions Policy](#)).

- 4.1.21 If all relevant background checks for staff, temporary and student positions are clear, the official employment E-offer letter is sent to the applicant by ESO with the Onboarding/New Hire paperwork.
- 4.1.22 The hiring manager is notified by ESO once the formal offer has been accepted. The new employee’s completion of the Onboarding/New Hire paperwork officially hires the new employee and creates a job record in the HRIS system.
- 4.1.23 Executive management appointments require approval by the UHS Board of Regents. The personnel agenda item is initiated by the Office of the President.
- 4.1.24 New staff, student employees and temporary workers are sent to ESO to complete the I-9 process.
- 4.1.25 New staff hires are required to attend New Employee Orientation, typically on their first day of employment.

## **5. REVIEW PROCESS**

Responsible Party (Reviewer): Vice President for Employment Services and Operations

Review: Every three years on or before February 1<sup>st</sup>.

Signed original on file in Employment Services and Operations

## **6. POLICY HISTORY**

Issue #1: 02/17/11

Issue #2: 06/08/16

## **7. REFERENCES**

[PS 10.A.13](#)

[PS 02.A.16](#)

[UH System Administrative Memorandum 02.A.13](#)

[Job Analysis Questionnaire](#)  
[UHD Careers Site](#)  
[PS 02.A.17](#)  
[Texas Government Code § 656.001](#)