

## SON Classified and A&amp;P Position Creation package

It is the policy of the School of Nursing to ensure a fair and objective staff hiring process. This policy will outline recruitment guidelines. The process below must be followed for recruitment of all Classified and A&P Positions.

**READ the following HSC HOP policy before going any further**

HOP 4.3.2.pdf

**Definitions****Hiring Manager:**

The “Hiring Manager” is the Office /Department representative who will be managing the recruitment and selection process from start to finish. The hiring manager is responsible for identifying the selection committee, ensuring the selection committee has taken the proper training, ensuring all selection committee members attend the meetings and job interviews. It is preferred that the hiring manager be the supervisor for the position. Once the job description has been approved by the Dean, the Hiring Manager will enter it into UT Health Careers. The Associate Dean for Finance or the Manager of Financial Operations within the Business Office will validate the project ID (PID) used to fund the position and approve the requisition. If needed the Director of Operations will create/modify a position number for the requisition.

**Selection Committee:**

The selection committee meets with the hiring manager to identify desired qualities that a potential candidate must hold to be selected for the position. The committee also assists the hiring manager to determine the questions to be asked of each candidate and to identify the selection criteria that will be used for the Candidate Interview Evaluation Form. Each member of the selection committee should attend all search committee meetings and job interviews.

**The selection committee will** be appointed in writing using the attached template. All committee members will have completed the “*Unconscious Bias*” training on the knowledge center within

one calendar year. At a minimum, the selection committee will include:

### **Staff Recruitment Process**

Once the hiring manager has read HSC HOP 4.3.2, the following steps must be completed.

**1.** **The hiring manager will appoint a selection committee** in writing using the attached template. All committee members will have completed the “*Unconscious Bias*” training on the knowledge center within one calendar year. At a minimum, the selection committee will be comprised of at least three (3) individuals and include:

1. Supervisor (Chair of the committee)
2. Faculty member(s), if relevant for the position, as determined by the supervisor
3. Staff representative(s) from the office where the position is housed
4. Other School of Nursing and/or University staff who the supervisor considers stakeholders for the position being hired

**2.** The hiring manager (and supervisor, if different than the hiring manager) meets with the selection committee to discuss the requirements to gain an understanding of the job duties and agree on the qualities the candidate should have as well as the questions to be asked to each candidate.

**3.** The hiring manager creates the job requisition using the template below. The hiring manager should prepare position description that specifically describes the position to be filled. The position description should include the essential and incidental duties of the job as well as the required education, experience, knowledge, skills and abilities. The completed template should be submitted to the Director of Business Operations for review and submission to the Dean.

HR can be consulted for the specific job code/job title.

Use the template below to create the position description and job requisition.

<b>FLSA</b>	Non-Exempt / Exempt  <b>Exempt positions</b> are excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers. Employers must pay a salary
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	<p>rather than an hourly wage for a position for it to be exempt.  <b>Nonexempt employees</b>, as the term implies, are not exempt from FLSA requirements. Employees who fall within this category must be paid at least the federal minimum wage for each hour worked and given overtime pay of not less than one-and-a-half times their hourly rate for any hours worked beyond 40 each week.</p> <p>In the HSC the determination of Exempt/Non-exempt is the job code</p>
<b>Salary</b>	<p>This salary range comes from the job explorer. At no time during the interview process will ANY salary negotiates take place. <b><u>ONLY HR CAN MAKE AN OFFER AND NEGOTIATE SALARY</u></b></p> <p>In accordance with HOP, Section 4.6.7, “Compensation Administration for Classified Employees”, new hired employees will be paid at the minimum pay rate of the position. However, departments have the discretion to pay up to 15% above the minimum rate depending on the job candidate’s qualifications. Any appointments that may require a pay rate above the 15% limit will require a justification letter and request for approval to the Vice President for Human Resources.</p> <p>Jobs Description and Job codes can be located on line at <a href="http://uthscsa.edu/hr/inside/explorer/career_nav1.asp">http://uthscsa.edu/hr/inside/explorer/career_nav1.asp</a></p>
<b>PID for the position</b>	
<b>Intended office space for this position</b>	
<b>Required Qualifications</b>	<p>These requirements need to be clearly stated in the position description. The job code has basic qualification (e.g., experience, education) but if the position requires bilingual, specific certification or unique experience then it needs to be clearly indicated on the position posting.</p> <p>Jobs Description and Job codes can be located on line at <a href="http://uthscsa.edu/hr/inside/explorer/career_nav1.asp">http://uthscsa.edu/hr/inside/explorer/career_nav1.asp</a></p>
<b>Job Title</b>	<p>This is the job title from career explorer. Don’t make up a job title. Jobs Description and Job codes can be located on line at <a href="http://uthscsa.edu/hr/inside/explorer/career_nav1.asp">http://uthscsa.edu/hr/inside/explorer/career_nav1.asp</a>.</p>
<b>Person Replacing</b>	Self-Explanatory

<b>Supervisor/Investigator</b>	Self-Explanatory
<b>Supervisor's position number</b>	Self-Explanatory
<b>Work Location</b>	Self-Explanatory
<b>Paid Basis</b>	HRL - Hourly Regular employees N12 - Monthly - Non-Regulars N24 - Semi Monthly -Non-Regular SAL - Salary Monthly Regular
<b>FTE</b>	
<b>Duration of Employment</b>	4 ½ months or more    4 ½ months or less
<b>Date position is available</b>	
<b>Work Schedule</b>	Clearly indicate what is expected of this position. Monday - Friday 8 AM – 5 PM; Some evening or weekends required with advanced notice
<b>Number of hours per week</b>	40
<b>Is this position required to drive a UT vehicle?</b>	No
<b>State the purpose of this position</b>	This is the reason for the job position and a description. At a minimum it should include: under what office in the School of Nursing the position is assigned, to whom this position reports, and a detailed description of the job.
<b>Preferred Qualifications</b>	
<b>Job Duties</b>	Enter the specific job duties of the position
<b>Desired Start Date</b>	

<b>Position End Date (Grant Expiration)</b>	
<b>Name and e-mails of persons needing access to the candidate pool for the purpose of recruitment</b>	<p>By requesting a job posting you agree to check the UT Careers data base daily. Each candidate file must be fully reviewed. At the time of candidate selection you must be able to provide a reason for selection of the finalist. You will also be required to provide justification for each candidate as to why they were not selected.</p>

- 4.** Once the job description has been approved by the Dean, the Hiring Manager will enter it into UT Health Careers. The Associate Dean for Finance or the Manager of Finance in the business office will validate the PID funding and approve the requisition. If needed the Director of Operations will create/modify a position number for the requisition.
- 5.** Prior to any job interviews, each member must have taken the unconscious bias training. The hiring manager should maintain documentation of when each selection committee member completed these trainings.

Job interview questions are an important part of the screening process that requires careful preparation and execution. As in the selection criteria, interview questions should be based on the job position description, and the knowledge, skills, and abilities required to perform the work. They must be objective, lawful, and nondiscriminatory. A copy of the interview questions must be provided to the Director of Business Operations prior to conducting the interviews. Additional guidelines to preparing interview questions include the following:

1. Ask all job candidates the same basic questions,
2. All interviews should be conducted in a similar environment,
3. Questions should cover objective job-related criteria, and
4. Most questions should focus on the essential functions of the job.

Evaluating job candidates should be done by means of an objective and methodical process that includes the selection criteria and the responses made to the interview questions and information in the job application. Recommended evaluation tools are provided per this policy that scores the job candidates. A rubric with the same selection criteria should be used for all job candidates for a particular job (see attached for an example of an evaluation rubric). The evaluation rubric must be objective, documented, and nondiscriminatory. A copy of the rubric must be provided to the Director of Business Operations prior to conducting the interviews

- 6.** Once the most qualified candidate is selected, the name, selection committee member appointment letters, all evaluation forms, and interview questions will be forwarded to the Business Office.



### Sample Memo

Date: August 23, 2017

To: (Name) Selection Committee Member

From: (Name) Hiring Manager

Re: Selection Committee Member Appointment

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I want to extend my deep appreciation to you for your willingness to serve on the selection committee for the position of \_\_\_\_\_ in the Office of \_\_\_\_\_. I am confident your leadership on this important selection committee will lead to identifying a highly qualified and experienced staff member.

**As a selection committee member you are required to complete the “Unconscious Bias” training module in the Knowledge Center within the last year. If you have not taken this training in the last year, it must be completed by XXXXXXXX (Date).**

I appreciate your support and leadership regarding this important search and your continued overall support of our School of Nursing. Thank you ever so much!

\_\_\_\_\_  
By my signature above I willingly accept this appointment

\_\_\_\_\_  
Date

**Sample Candidate Interview Evaluation Form**

**CONFIDENTIAL**

**This rubric should be modified as needed to fit the requirements of the position.**

Applicant Name:	Position:						
Selection Committee Member:							
<p>Please use this form as a guide to evaluate the applicant’s qualifications for the Director of Faculty Affairs. Check the appropriate numeric value corresponding to the applicant’s level of qualification and provide appropriate comments in the space below.</p>							
<b>Rating Scale:</b>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; padding: 2px 5px;">5. Outstanding</td> <td style="width: 50%; padding: 2px 5px;">2. Below Average—does not meet requirements</td> </tr> <tr> <td style="padding: 2px 5px;">4. Excellent—exceeds requirements</td> <td style="padding: 2px 5px;">1. Unable to determine or not applicable to this candidate</td> </tr> <tr> <td style="padding: 2px 5px;">3. Competent—acceptable proficiency</td> <td></td> </tr> </table>	5. Outstanding	2. Below Average—does not meet requirements	4. Excellent—exceeds requirements	1. Unable to determine or not applicable to this candidate	3. Competent—acceptable proficiency	
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3. Competent—acceptable proficiency							

	Rating				
	5	4	3	2	1
<b>Candidate’s Understanding of the Position</b> Assess candidate’s knowledge of the position, its complexities and its responsibilities.					
<b>Professional Impression and Manager Presence</b> Consider self-confidence, presence and emotional intelligence to assess the candidate’s level of professionalism.					
<b>Environment</b> Assess candidate’s understanding of the academic culture and environment. Demonstrates substantive knowledge of the School of Nursing’s mission.					
<b>Multi-site/Complex Environments</b> Assess ability to lead and develop innovative programs that are customized yet, standardized across diverse constituencies.					
<b>Career Progression, Depth and Variety of Relevant Experience</b> Assess the scope and diversity of previous experiences in other leadership roles.					
<b>Operational Expertise</b> Assess the candidate’s understanding of the respective work center and effective management of teams.					
<b>Leadership</b> Assess ability (not necessarily demonstrated track record) to effectively partner with other staff employees					



**Overall Evaluation:**

Please summarize your perceptions of the candidate's strengths and any concerns that should be considered:

**Recommendation:**

- Recommend for next round of candidate interviews.
- Hold
- Reject