

## CANDIDATE SELECTION PROCEDURES

The University of Texas Rio Grande Valley is an Equal Employment Opportunity/Affirmative Action employer. It is the policy of The University of Texas Rio Grande Valley to promote and ensure equal employment opportunities for all individuals without regard to race, color, national origin, sex, age, religion, disability, sexual orientation, gender identity or expression, genetic information or protected veteran status. In accordance with the requirements of Title VII of the civil rights act of 1964, the Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, as amended, our University is committed to comply with all government requirements and ensures nondiscrimination in its education programs and activities, including employment.

The Office of Human Resources is responsible for reviewing all staff applications and determining which candidates meet the minimum requirements as per the job posting. Once the qualified candidates have been forwarded to the Hiring Official the determination of who to interview will need to be made. The initial decision on who to interview must be made based on the application materials submitted. Only applications from candidates who meet the qualifications for the position will be forwarded to the employing department for consideration. Hiring Officials are not authorized to select a candidate that fails to meet the minimum requirements as determined by the Office of Human Resources, unless prior approval through the Chief HR Officer for a substitution has been given.

If more than one (1) candidate was considered as meeting the “minimum requirements” by Human Resources, the Hiring Official is recommended to interview at least the two (2) strongest candidates. It is recommended that the employing department works closely with Human Resources throughout the interview and selection of candidates, especially if uncertainty exists.

### ❖ RECOMMENDATIONS FOR SELECTION

- The hiring official or search committee's screening of applicants should narrow the pool to the candidates who are the best-qualified candidates. A “best-qualified candidate” is defined as an applicant who, in addition to meeting all of the minimum qualifications advertised in the position, also demonstrates knowledge, skills and abilities related to the job requirements that are determined to be sufficiently strong to make a significant contribution to the University and to the department's program.

If the hiring official or search committee considers the pool not to be sufficiently diverse or has received only a few applications, he or she has two options:

- The hiring official/department may request that Human Resources extend the closing date of the position.
- If the hiring official/search committee is not satisfied with the applicant pool and wants to recruit a new pool, the designated Applicant Reviewer will need to move all applicants through the workflow states and disposition them.
- Before starting new search efforts, the job posting should be reviewed and updated to reflect a more customized posting. This will inform potential applicants of the needs of the department and generate a better applicant pool.

## ❖ VETERANS AND FOSTER CHILD PREFERENCE

- Questions have been added to the application to easily identify those individuals who are eligible for preference in employment as either a veteran or a former foster child. Please make sure that you review the applications to identify applicants who may be considered under one of these categories.
- According to Texas Government Code: § 657.003 (a) An individual who qualifies for a veteran's employment preference is entitled to a preference in employment with or appointment to a state agency over other applicants for the same position who do not have a greater qualification. (b) A state agency shall provide to an individual entitled to a veteran's employment preference for employment or appointment over other applicants for the same position who do not have a greater qualification, a veteran's employment preference, in the following order of priority:
  - a veteran with a disability;
  - a veteran;
  - a veteran's surviving spouse who has not remarried; and
  - an orphan of a veteran if the veteran was killed while on active duty.

### **Veteran Preference Interview Requirements**

[Texas Government Code § 657.0047](#) outlines the following requirements to interview qualified individuals who meet veteran's preference eligibility when conducting interviews at state agencies for posted open positions:

- If interviewing six applicants or less, and there are qualified job applicants who meet veteran's preference eligibility, at least one applicant eligible for veteran's preference must be interviewed.
- If interviewing more than six applicants, and there are qualified job applicants who meet veteran's preference eligibility, then at least 20% of applicants interviewed must be eligible for veteran's preference.
- If the qualified applicant pool does not consist of any individuals who meet veteran's preference eligibility under § [657.003](#), there is no requirement.

### **Employment Preference for Former Foster Children**

According to [Texas Government Code § 672.002](#) An individual who was under the permanent managing conservatorship of the Department of Family and Protective Services on the day preceding the individual's 18th birthday is entitled to a preference in employment with a state agency over other applicants for the same position who do not have a greater qualification. An individual is entitled to an employment preference only if the individual is 25 years of age or younger (day before turning 26).

## ❖ ACCOMMODATIONS DURING INTERVIEW PROCESS

### **Interviewing Applicants with Disabilities**

For questions regarding special accommodations during the interview process, please contact Human Resources at [careers@utrgv.edu](mailto:careers@utrgv.edu).

## ❖ HIRING OFFICIAL CONSIDERATIONS

- If the job posting lists preferred qualifications, the Hiring Official will need to select the candidate(s) that hold the preferred qualifications for interview – which is the purpose for the preferred qualifications.

- If the Hiring Official has personal knowledge of a candidate's background, the knowledge may not be considered applicable for the interview selection process if the information cannot be substantiated by written documentation in the form of a performance appraisal, reference check, resume, etc.

#### ❖ **CONSIDERATIONS DURING THE SELECTION PROCESS**

Situations may arise in the coordination of the interviews that may affect the regular interview process. Some examples of this type of occurrence are:

- Concern: A qualified candidate indicates on their application a minimum salary that exceeds the position's budgeted amount.
  - Recommendation: If the candidate is being considered for an interview, contact him/her and advise of the budgeted salary. Give the applicant the opportunity to either withdraw or provide feedback to still be considered since the candidate is not aware as to the actual amount the position is budgeted at.
- Concern: A qualified candidate is not available for a face-to-face interview.
  - Recommendation: Set up a phone or video interview.
- Concern: A candidate with credentials that exceed the requirements may be deemed to be "overqualified" for the position. Should the candidate be eliminated from the interview process at this point?
  - Recommendation: Since the candidate is a qualified candidate, he/she must be given equal employment opportunity for an interview.

If there are any concerns during the selection process, please know that Human Resources is readily available to assist with any questions regarding appropriate interview procedures.

#### ❖ **CONSISTENCY AND DOCUMENTATION OF ALL CONTACT MADE**

A rule of thumb for all Hiring Officials and Search Committees is to always be consistent in the treatment, consideration, and documentation of all candidates. It is important that all contact made with candidates is documented. Keeping with the same guidelines as with a sit-down interview, the telephone interview must also be structured and documented for referencing in the final stages of the selection process to determine the best candidate.

Retention Requirement: All Employment Selection Records, such as, notes of interviews with candidates, questions asked of applicants, audio and videotapes of job interviews and all other records that document the selection process need to be retained within the hiring department for two years after hire of the finalist based on State of Texas Records Retention Schedules for State Agencies.