

Recruitment, Job Posting and Selection of Staff Employees

(supplements **SAM 02.A.13**)

1. The University of Houston-Clear Lake ("UHCL") adopts the policy and provisions of the System Administrative Memorandum ("SAM") **02.A.13**.
2. The following procedures will be followed at UHCL for the recruitment, job posting and selection of staff employees.
 - a. Recruitment/Advertisements: All vacant positions, with the exception of temporary and positions requiring student status, will be posted in accordance with the **SAM 02.A.13**. Departments may choose to advertise the vacant position in local or national media sources. The employment coordinator will assist in the development of advertisements for exempt and non-exempt positions and the executive director of human resources and affirmative action will approve all advertisements before they are published. All job advertisements will be based on the requirements specified in the written position description including education, experience, knowledge, skills and abilities.
 - b. Job Posting: All exempt and non-exempt positions, with the exception of temporary positions, will be posted on the UHCL employment Web site, and the Texas Workforce Commission employment site. Exempt positions may be posted on higheredjobs.com by the employment coordinator. In addition, exempt positions may be posted on external Web sites and in professional journals by the department. The department, in consultation with the employment coordinator, will determine the best recruitment sources for the particular position.
 - c. Selection Criteria: The hiring authority will determine whether or not a search committee will be used to evaluate applicants and make recommendations for consideration by the hiring authority. Generally, search committees will be established for exempt positions. All applications for employment will first be screened by the employment coordinator, or designee, to determine if the applicant meets the minimum qualifications for the position. Only applicants that meet the minimum qualifications for the position will be forwarded to the department and included in the pool of candidates. All candidates for the position will be considered by the hiring authority or reviewed by the search committee. The Applicant Screening Form must be used to objectively compare an applicant's qualifications to the job advertisement and written position description. Selection decisions will be based on job related criteria and will not discriminate against any applicant in accordance with **SAM 02.A.13, Section 2.1**.

Job Offer: All job offers for exempt and non-exempt positions will be made by the employment coordinator after approval by the executive director of human resources and affirmative action to ensure compliance with EEO. Offer letters for positions will be developed by the employment coordinator and sent for acceptance to the candidate.