

Pre-Hiring Process Plan

Provide the following information at the time of the required **Authorization To Fill** and submit to the department human resources liaison.

Department Title PIN / HR Tracking Number

Was internal promotion considered? Yes No Explain:

I affirm that the DSA diversity and inclusion statement will be included, or a link/embedded in all postings and advertisements of the position.

DSA Diversity & Inclusion Statement

Texas A&M is committed to diversity. It is our policy not to discriminate in employment opportunities or practices on the basis of race, sex, color, national origin, age, disability, veteran status, genetic information, or any other characteristic protected by law. Furthermore, we will maintain a work environment free from discrimination on the basis of sexual orientation, gender identity or gender expression. The Texas A&M System is an Equal Opportunity/Affirmative Action/Veterans/Disability Employer committed to diversity.

I affirm a different rated diversity and inclusion question will be asked of all applicants during each stage of the interview process - phone/video/ or on-campus, individual or group.

Posting Sites

Provide all of the position posting sites/advertising mediums which will be used in recruiting applicants.

- Blacks in Higher Ed
- Chronicle Careers
- Diversity Jobs
- Diverse Jobs
- Indeed
- Latinos in Higher Ed
- LinkedIn
- Southern Association for College Student Affairs

- Student Affairs Administrators in Higher Education
- Student Affairs Jobs

TAMU HR Postings are automatically posted to the following websites:

- TWC- State Job Board (Disseminated by Recruit Military, Getting Hired)
- A&M System Job Board
- Higher Ed Jobs
- HERC- Higher Education Recruiting Consortium (Disseminated by Hero2Hired, VetReady, JUJU, & Directjobs)
- Workplace Diversity (Manually Uploaded)

OTHER

*Requests for funding support for costs associated with posting positions on external websites may be made to the VPSA Director of Business Services, Cari Tawney at c-tawney@tam.u.edu, and will be reviewed on a case-by-case basis.

The following is a chart which includes TAMU policies to aid in the recruitment, reward and retention of staff. Please review and provide feedback regarding if you will consider utilizing during this hiring process, and why or why not.

TAMU Policy	Will Be Considered	Why or Why Not
Hiring Above The Lower Salary Band For The Position Title	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Undecided	
If Relocation Is Necessary, An Allowance May Be Provided	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Hiring Salary Adjustment 31.01.01. M7.6.4	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Educational Release Time 31.99.01.M0.01	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Flexible Work Schedule 33.06.01.M0.03	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	
Professional Development	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other items to highlight during the hiring process include:

**CAREER
LADDERS**

BENEFITS

**ADMINISTRATIVE
LEAVE**

If an applicant is not from the local area, will the department pay for travel expenses? YES NO
If no, please explain.

Hiring Supervisor Signature

Date

Director Signature

Date

Submitted to Vice President for the Division of Student Affairs Business Services Office on _____