Welcome to the
Rising Star of Texas
The Rising Star of Texas
Staff Recruitment Toolkit

Human Resources
Staff Recruitment, Retention, Equity and Diversity
Texas State University
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting</td>
<td>4</td>
</tr>
<tr>
<td>Recruitment Workflow</td>
<td>5</td>
</tr>
<tr>
<td>Search Committee</td>
<td>6</td>
</tr>
<tr>
<td>Job Description</td>
<td>6</td>
</tr>
<tr>
<td>Advertisement and Resources</td>
<td>7</td>
</tr>
<tr>
<td>Local Paper Print Advertisement</td>
<td>8</td>
</tr>
<tr>
<td>Online Advertisement</td>
<td>9</td>
</tr>
<tr>
<td>Advertisement Fees</td>
<td>10</td>
</tr>
<tr>
<td>Contacts</td>
<td>11</td>
</tr>
</tbody>
</table>
Recruiting

Overview

The university consists of a wide range of staff employees who help make up the diverse community within the university divisions. Their goal is to assist and support the Faculty and Students to become competitive and successful in reaching the university goals.

The Human Resources department through its Employment section and Equity and Access department strive to ensure Texas State University recruits and retains, only the best, and diverse staff. This is derived by assisting the search committee members identify and select only the best, diverse applicants. This is achieved by creating multiple resources and guidelines to help make the selection successful.
Recruitment Workflow

**STEP 1**
Department receives approval from division VP to fill this vacancy

**STEP 2**
Department creates the requisition to fill the vacancy using the electronic application system

**STEP 3**
Advertisements sources are noted on the requisition and once job is posted HR will place the ads unless it is specialty membership ads. Department will handle those ads.

**STEP 4**
Hiring matrix is created utilizing the required and preferred qualifications from the actual job posting.

**STEP 5**
Search Committee meets to score each applicant accordingly. This shows the Search Committee who the high scoring applicants are for interviewing.

**STEP 6**
Committee interviews (Skype or face-to-face). All initial interviews must be handled the same way. Candidates invited for on-campus interviews must complete the Criminal Background form to send to HR.

**STEP 7**
Committee selects final candidate and alternate (if there is one). Requisition status changed on applicants. The Rec for Hire is completed and sent to Equity & Access for review and approval.

**STEP 8**
Equity & Access sends requisition to HR employment for final approval. If Criminal Background is complete the department will be notified of approval to make job offer.

**STEP 9**
Once offer is accepted department sends I-9 electronically to have applicant complete Section 1. On first day department completes Section 2 and uploads support documents. Applicant attends NEW on first day of employment.
Search Committee

A search committee is a very important part of an effective staff search process. The committee is made up of one or more individuals who know and understand the job requirements and preferred requirements of a position and are willing to assure the selected applicant has the qualifications to promote the mission and goals of the department and the university. When selecting the committee it is recommended there be a diverse group of members reviewing all applicant documents so as to help get the most qualified individual for the position.

Job Description

The job description should outline the position taking into consideration the department’s needs. Be sure required qualifications do not limit the pool of applicants by being too explicit as some descriptions could unintentionally exclude women or minority candidates.
Advertisement and Resources

Required Language for Position Announcements

Texas State University Position Announcements must include:

“Employment with Texas State University is contingent upon a criminal history background check. Texas State University is a tobacco free campus. Texas State University is an EOE and a member of the Texas State University System.”

Posting the Job Announcement

To enlarge the applicant pool, consideration should be given to posting on multiple websites specifically at underrepresented minorities and women. They will help enlarge the pool of applicants, but also help show the university’s commitment to diversity, equity and inclusion.
Local Paper Print Advertisement

- San Marcos Daily Record
- San Antonio Express News
- Austin American Statesman
- New Braunfels Herald-Zeitung
- Lockhart Post-Register
- Seguin Gazette-Enterprise
- Williamson County Sun
- Temple Telegram

For actual cost quotes request it on the requisition.
Online Advertisement

- Monster
- Chronicle of Higher Education - Online
- CareerBuilder
- CraigsList - San Antonio
- CraigsList - Austin
- CraigsList - San Marcos
- HigherEdJobs
- Glassdoor
- NIRSA (Bluefish)
- Houston Chronicle
- Dallas Morning News
- StudentAffairs.com
- ACUI.org
- NASFAA.org
- JobsinStudentAffairs.com
- JobsinAdmissions.com

- SHRMA
- CUPA-HR
- NACUBO
- LinkedIn
- LatinosInHigherEd
- The Placement Exchange(TPE)
- LinkedIn.com
- AACRAO.org
- NAFSA.org
- Indeed *
- US Military Pipeline *
- InsideHigherEd *
- TABPHE.org*
- Texas Workforce Commission *

* Indicates free advertising

For actual fees charged request quote on the requisition.
Advertising Fees

Human Resources is invoiced for all advertising. Once the invoice comes in and the support tear sheets are available, HR will process the charges and send to accounts payable with the proper cost center and fund information provided on the requisition so the department can be charged accordingly.

Monster invoicing are done by IDT as HR paid for the contract out of their budget so department is charged reasonable fee to try and recoup some of the budget spent.
Contacts

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