

CREATING A POSITION FILE (Posted Positions Only)

NOV # _____

EMPLOYEE NAME _____

START DATE _____

A Position File must be created for every posted position. The purpose is to document the use of proper hiring processes as well as job-related, nondiscriminatory justification for the hiring decision. Posting is **NOT** required for the following:

- Faculty positions
- Positions requiring student status
- A current employee is promoted into a vacant position
- The component CEO or designee has approved an exception to normal posting requirements

If you are unsure if you have a position that should be posted, please contact HR at 979-436-9210 before proceeding. Position Files are retained according to the [TAMUS Records Retention Schedule](#), then destroyed.

THE FOLLOWING DOCUMENTS SHOULD BE INCLUDED IN THE FILE (in order):

- | | YES | N/A |
|---|-----|-----|
| 1. Position Description (PD)** (signed or unsigned) <input type="checkbox"/> <p>The (PD) used will be the one that was used when this position was originally posted. The successful applicant must meet the minimum experience and education requirements and possess the knowledge, abilities and skills as shown on the PD, and will be verified by HR.</p> | | |
| 2. Copy of Job Posting** <input type="checkbox"/> | | |
| 3. Copies of advertisements, if applicable (newspaper ads, web postings, etc.) <input type="checkbox"/> <input type="checkbox"/> | | |
| 4. Copies of Correspondence with Applicants (please include offer letters, emails, etc) <input type="checkbox"/> | | |
| 5. Hiring Manager Reports** (after status changes):
(Applicant List, and EEO Summary list) <input type="checkbox"/> | | |
| 6. All Paperwork Documenting: | | |
| a. Applicant Screening | | |
| Hiring Matrix* <input type="checkbox"/> | | |
| b. Interview Process | | |
| Interview Record* Please use this form, so that all requirements are met.
<u>All</u> interview notes must be retained in the Position File <input type="checkbox"/> | | |
| c. Reference and Credentials Checking | | |
| Reference Check Form* or similar form(s) used to document reference checks <input type="checkbox"/> | | |
| Verification of Degree (s) and/or Licensure Release Form*, if applicable ¹ <input type="checkbox"/> <input type="checkbox"/> | | |

SHRED ALL BACKGROUND CHECK RELATED DOCUMENTS

Comments: _____

Submitted by: _____

Signature, Hiring Manger or Departmental Coordinator

Date

FOR HR USE ONLY:

- | | |
|--|--------------------------|
| Copy of Hiring Certificate (Title Code: _____) | <input type="checkbox"/> |
| Background check completed (____/____/____) | <input type="checkbox"/> |
| Entire position file received (____/____/____) | <input type="checkbox"/> |

Reviewed by: _____

Signature, CAT team member

Date

¹Where required or not, if applicant claims to have a degree, a verification form **MUST** be filled out.

*Available on the HR forms site: <http://www.tamhsc.edu/departments/finance-admin/payroll-hr/hr-forms.html>

**Available on the online jobsite: <https://jobs.tamhsc.edu/hr>