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- (2) Recruitment efforts such as advertisements, recruitment trips, and Job Fairs may be used to increase the pool of qualified applicants. Advertisements must be approved in advance by HR.
- (3) University-wide recruiting may be used to consider current University employees for posted positions. The hiring department will indicate on the electronic posting action the preference for 'internal applicants only,' will include a justification for university-wide recruitment, and will forward the request through the automated workflow channels for approval. Routine recruitment efforts for university-wide recruiting include posting on the University employment website.
- (4) Newly hired, transferred, and promoted employees are not eligible for transfer or promotion until the employee completes a performance review period of one hundred and eighty (180) calendar days with no disciplinary action beyond a verbal warning. The six-month transfer or promotion restriction may be waived at the discretion of the University under the following circumstances:
 - i. When the employee's assignment is due to end prior to completion of the performance review period;
 - ii. When a department reorganization and/or job reclassification creates change in an employee's resulting duties, pay, work schedule, and/or reporting structure;
 - iii. When the employee is in a temporary position and a full-time job opportunity becomes available; or
 - iv. When the employee's supervisor and the Director of HR deem the employee demonstrates exceptional job performance that warrants promotion or transfer to another position for the benefit of the University.
- (5) *Expedited search* may be requested by a hiring manager and is permitted when approved in advance by the hiring manager's supervisor and the Director of HR or designee. The request must document the urgent reasons for expediting the process, including detailing why the search must deviate from normal university posting policy and procedures.
- (6) *Search Committees* may be used for staff positions, but are not required. When employed, a committee with differing points of view is encouraged. The search committee will follow all hiring procedures stated in HR policies and use the criteria stated in the position posting for interview and candidate selection. HR serves as a contact for policy and procedural clarification for committees.

e. Veteran's Preference

To ensure the University's commitment to equal opportunity and veteran employment preference under Chapter 657 of the Tex. Gov. Code, qualified veteran preference applicants will be interviewed when the pool includes qualified applicants who self-identify as eligible for Veteran's Preference employment as follows:

- (1) when six or fewer applicants are chosen for an interview, at least one qualified veteran's preference applicant from the pool must be interviewed, or
 - (2) when more than six are interviewed, 20% will be qualified veteran's preference applicants must be interviewed.
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(3) HR has reviewed and approved recommended compensation for market and EEO purposes.

After confirming completion of the pre-offer procedures, the hiring department manager may make