UTA Libraries Quick Guide – Classified Staff

Contents

STEP 1 – POSTING POSITIONS

1. For classified staff positions, a **solo Hiring Manager** can conduct the search without others serving on a formal committee.

    a. The **Hiring Manager** will sign an annual confidentiality agreement that covers any search or search committees that they serve on for that fiscal year. The **OE Coordinator** will verify these are on file for those added to new committees.

2. To post an open staff position, the **Hiring Manager** will work with the **OE Director** and **OE Coordinator** with the following:
    - New position or replacement
    - Updated job description
    - Interview questions
    - Work schedule
    - Open to internal only or external and internal
    - If the position will be hybrid or remote eligible, please mention that in the job description
    - Specific job posting site(s) you would like the job to be posted to

3. After the position has been posted to the UTA career page, the position is automatically integrated with and/or scraped by external job boards. UTA partner with several vendors to scrape our careers website.

External Job Boards	Library Job Boards
Direct Employers	American Library Association (ALA)*
Facebook	Black Caucus of the American Library Association (BCALA)*
Glassdoor	Amigos Library Services
Google Jobs	Council on Library and Information Resources (CLIR)
HigherEdJobs	REFORMA (The National Association to

	Promote Library and Information Services to Latinos and the Spanish-Speaking)
Higher Education Recruitment Consortium (HERC)	Society of American Archivists (SAA)*
Indeed	Texas Library Association (TLA)
Inside Higher Ed	
Instagram	
Linkedin	
The Chronicles of Higher Education	
WorkInTexas	
X (formerly Twitter)	
* We post only Librarian/Archivist positions and others as appropriate to the ALA, BCALA and SAA boards.	

4. **Resources:** For more information about this step, please refer to Recruitment Toolkit.

STEP 2 – SCREENING CANDIDATES

1. Screening candidates helps ensure that the best qualified applicants get to the interview stage. Reviewing of applications can take place at any time after the position is posted in PeopleAdmin and has met the first consideration date or closing date.

> The Talent Acquisition Team (TA) is here to partner with hiring manager(s) and/or supervisors to help with finding the most qualified candidates.
>
> You should reach out to TA if:
>
> - The position has been open for at least 2 weeks and there are less than 10 applicants who have applied.
> - The position is urgent. Urgent means that the position will impact the department on a large scale without a backfill.
>
> Through these scheduled engagement/intake meetings with hiring managers, TA can:
>
> - Present and collaborate on hiring and sourcing strategies.
> - Help ramp up application intake.
> - Assist with screening applicants.
>
> Please contact the **OE Director** and **OE Coordinator**, and we will help connect the TA team.

2. Before any candidates are evaluated, the **Hiring Manager** will create a candidate rubric that includes all Required Qualifications, Preferred Qualifications, and Knowledge, Skills, and Abilities (KSAs) for candidates pulled directly from the job

description.

a. All Libraries' searches will use a rubric as part of the candidate evaluation process.

b. Before making decision for first round interviews:

i. The **Hiring Manager** will complete the rubric for all candidates, indicating whether candidates do or do not have each minimum and preferred qualification, as best as they are able to tell from revieing the application. Specifics should be added where possible; for example, list the years of experience or area the degree program was in to better compare candidates in the grid.

c. Resources: The KSAs identified when writing the job description or the job advertisement are the criteria that should be used when selecting candidates to interview. Please refer to general guidelines here on how to effectively evaluate candidates.

3. The **Hiring Manager** has Applicant Reviewer access to the applicant pool and can move applicants who have applied through hiring process. Managing the applicants within the PeopleAdmin system is an important part of the hiring process. It is the **Hiring Manager**'s responsibility to move applicants through the workflow to the Reference Request state.

a. Resources: Detailed instructions on how to manage your applicant pools and move them through the hiring process in PeopleAdmin can be found in this job aid.

4. If the **Hiring Manager** wants to close the pool because there are plenty of qualified candidates and you want to start interviews, please email your request to the **OE Director** and **OE Coordinator.**

VETERAN PREFERENCE

To comply with federal and state guidelines, UTA grants veteran's preference to all veteran applicants who claim to be eligible for preference and who meet the minimum qualifications for a position. Qualified veterans should immediately be considered for an interview.

Identifying Veterans in the Applicant Pool

Veteran applicants can be identified in PeopleAdmin by the Veterans Status

column when reviewing applicants. Qualifying veterans will be marked as follows:

I identify as one or more of the classifications of protected veteran

Make sure to review these applications and move the candidate to the interview stage. For more information on criteria to claim veteran's preference, visit the Employment Preference website.

STEP 3 – INTERVIEWING CANDIDATES

1. The interview process is a crucial stage in the recruitment process. This step marks a pivotal moment in finding the perfect fit for your team. After finalizing your initial screenings and compiling a select group of potential candidates, it's time to initiate the process of scheduling in-person or virtual interviews.

2. Consistency is essential to treating all candidates equally, fostering fairness, equity, and the prevention of discrimination.

    a. Resources:
        i. Reducing bias while interviewing candidates
        ii. Questions you can and cannot ask during an interview
        iii. Interview checklist

3. During the interview process, **Applicant Reviewers** and the **Hiring Manager** have the ability to move candidates they wish to interview through different phases of the interview process. You can select from the following statuses:
    - Phone Screen Interview
    - Search Committee Interview
    - Final Interview

4. First round interviews should be cameras-off, and can be conducted via phone, Teams, Zoom, Skype, or another similar tool.

    a. First round interviews are typically one (1) hour long, and should typically follow the following structure:
        i. Introduction of Search Committee members
        ii. Overview of the University, the Libraries, and this position
        iii. Interview questions
            a) Any follow-up questions asked of one candidate should also be asked of all future candidates. If any questions are skipped for the first candidate, they

should also be skipped for subsequent candidates.

iv. Time for candidate questions and review next steps

5. During/after first round interviews:

a. The **Hiring Manager** should use the candidate responses to add additional information to the rubric to provide additional evidence for how they meet qualifications.
b. The **Hiring Manger** will update rubrics to decide which candidates will be invited for second round interviews.

6. Second round interviews

a. Interview are structured to allow other departmental staff time to interact with candidates.
b. Interviews should be conducted on campus, unless there are limitations preventing that from occurring.
c. Please see the Interview Elements table below and sample interview agenda to send to candidate for the meetings that should be included during the candidate's visit.
d. The following meetings can be scheduled in any order. In addition to the interactions listed below, information regarding employee benefits, library professional development opportunities, and staff engagement efforts will be sent to candidates prior to their second round interview on campus; the **Hiring Manager** can also share more information about these components during the interview with the candidates.

Interview w/Hiring Manager	1 hour
Meeting w/Departmental Staff	30 minutes
Meeting w/Department Director and/or Direct Supervisor	30 minutes
Tour of Central Library (optional) [1]	30 minutes

[1] OE will regularly schedule tours of Central Library as part of the onboarding process for new staff, but it can also be included as part of the interview day if desired.

Notes:

- Refer to the outlook calendar (LIB 109 Classroom, LIB 315A Classroom, LIB 630A Conference Room, LIB 630C Conference Room, etc.) for room availability.

7. During/after second round interviews:

a. The **Hiring Manager** should use the candidate's new responses to add additional information to the rubric.
b. The **Hiring Manager** will use the completed rubrics to make a hiring recommendation.

c. The rubric should form the basis of the hiring recommendation.

8. During either interview round:

    a. Candidates can be sent the written questions so that they can read them in addition to hearing the hiring manager or a committee member say them aloud. These could be sent via chat, emailed to the candidates shortly before their interview day, or given to them as a physical copy; if sent in advance, all candidates need to receive the questions with the same duration of time before their interview so that no one has more time than another to prepare. This enables candidates who process information better through non-verbal means to be able to see, understand, and process the questions.

9. Travel arrangements - We **do not** provide travel support (flight or overnight lodging) to classified staff position candidates.

    a. We do provide an on-campus parking pass for candidates. Please reach out to the OE coordinator.

10. **Resources:** Please refer to the TA website for interviewing best practices.

STEP 4 – INITIATING HIRING PROCESS

1. After a finalist has been identified as the best fit for the vacant position, please follow the process outlined below to initiate the hiring process.

    a. The **Hiring Manager** will move the applicant to the **REFERENCE REQUEST** state in the PeopleAdmin workflow. This automatically triggers reference checks through the system for the applicant (**a minimum of two (2) references** be completed is recommended).
    b. The **Hiring Manager** will submit the following documents to the OE Director and OE Coordinator.
        - ✓ Signed Search Committee Recommendation Form
        - ✓ Interview notes from the **selected candidate** only.
    c. The **OE Coordinator** will work with the OE Director to submit a hiring proposal to PeopleAdmin.
    d. **Resources:** please refer to the TA website for initiating the hiring process.

STEP 5 – EXTENDING AN OFFER

1. Once the Hiring Manager receives approval to hire from Talent Acquisition (TA), the **Hiring Manager and Department Head** are free to extend an offer of employment to the selected candidate.
2. The **Hiring Manager** will confirm back to the OE Director and OE Coordinator with the candidate's offer acceptance or offer declined.
    a. After the verbal offer has been accepted, please provide the following elements to the OE Director and OE Coordinator.
        - ✓ Start date
        - ✓ Annual salary
        - ✓ Any other factors that were negotiated
3. **OE department** will email the candidate the offer letter to sign and return.
4. The **OE Coordinator** will continue completing the hiring process (including moving the workflow for the finalized candidates) in PeopleAdmin.