UTA Libraries Quick Guide – Library Employee Applying for a Library Open Position

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Audience

Library Employees

STEP 1 – APPLYING FOR AN OPEN LIBRARY POSITION

1. Current Library employees must apply online via the UTA career website for any open positions, including Library open positions. When applying for a position, employees must identify themselves as a current UTA employee when completing the application.

STEP 2 – INTERVIEW PROCESS

1. If a current Library employee is selected for a phone or virtual interview, the employee may use their office computer or book a quiet meeting or conference room on campus.

2. Employees may consider the time spent for the interview process as work time. This time does not need to be logged differently in TCP.

3. Employees should consider the interview timeline when deciding when to notify their supervisor that they are applying to another position. Search committee members must keep applicant information confidential, but some elements of the interview process will convey information about who is moving forward in the process. For example:
    a. Many Librarian and Archivist roles require a presentation to all staff, and candidate resumes are shared in advance.
    b. The Hiring Manager or Search Committee Chair may initiate reference checks for candidates before conducting final interviews, **one of which must be the employee's current supervisor**.

4. If a current library employee is interviewed but not selected, the **Hiring Manager or Search Committee Chair** will inform the employee of the decision.

a. As part of this conversation, the Hiring Manager/Search Committee Chair should share areas where the employee can continue to grow so that they can increase their eligibility for future opportunities.

5. If the employee is selected as the recommended candidate for hire:
    b. After the interview, the **Organizational Excellence (OE) Office Administrator** will confirm with the Library's Human Resources Business Partner that the employee meets transfer eligibility requirements.

STEP 3 – OVERVIEW OF TRANSFER PROCESS

1. If the employee is selected by the Hiring Manager/Search Committee Chair for the position, the chosen start date will be determined by mutual agreement between the current supervisor and the hiring manager based on appropriate business needs.

2. Although the standard amount of time for transition is two (2) weeks or ten (10) business days, extenuating circumstances related to the completion of projects may require a delay in transfer. Delays beyond four (4) weeks or 20 working days must be agreed upon by the applicable reporting Associate University Librarian (AUL).

2. If the employee is selected for a new position within the Libraries that is a higher pay grade than their current role, they will be eligible for an increase that will bring their salary to the minimum of the new range or no more than 15% above the employee's current pay rate*[1].

3. If the salary offer warrants an increase greater than 15% of the employee's current pay rate for the new job, the department must consult with and obtain approval from Compensation prior to communicating any offers to the candidate.

4. If the employee is selected to an identical or similar position, pay increases are not given for lateral transfers* (i.e. transferring to a job in the same pay grade).

5. The **OE department** will email the candidate the offer letter to sign and return.

6. After receiving the signed offer letter, the **OE Office Administrator** will continue completing the hiring process (including moving the workflow for the finalized

candidate) in PeopleAdmin and submit necessary eForm(s) through UT Share.

* See HR-E-PR-30 Compensation Procedure