Library Employee Applying for a Library Open Position

Audience

Current UTA Libraries employees.

Step 1: Applying for an Open Library Position

Current Libraries employees can access and apply for positions on the internal job board through the **UT Share Employee Self-Service Dashboard** by selecting **UTA Careers** tile. This includes open positions within the Libraries.

When completing an application, employees should identify themselves as a current UTA employee.

Step 2: Interview Process

If a current Libraries employee is selected for a phone or virtual interview, they may use their office computer or reserve a quiet meeting or conference room on campus.

Interview Guidelines

1. **Transfer Eligibility Review**
   If an employee is selected for an interview, the Organizational Excellence (OE) Coordinator will confirm with the Libraries Human Resources Business Partner (HRBP) that the employee meets transfer eligibility requirements prior to the interview.

2. **Time Away from Work**
   Employees may consider time spent participating in the interview process as work time. This time does not need to be recorded differently in UT Share.

3. **Confidentiality and Supervisor Notification**
   Employees should carefully consider the interview timeline when deciding when to notify their supervisor that they are applying for another position. Search committee members are expected to keep applicant information confidential; however, some aspects of the hiring process may make it apparent which candidates are advancing.

   Examples include:
   - Many Librarian and Archivist positions require a presentation that is open to Libraries staff.
   - Candidate resumes may be shared with staff prior to candidate presentations or departmental meet-and-greet sessions.

- References may be obtained from current or former supervisors.

4. **Notification of Selection Decision**
   If a current Libraries employee is interviewed but not selected, the Hiring Manager or Search Committee Chair will notify the employee of the decision. During this conversation, feedback may be provided to help the employee identify opportunities for professional growth and future advancement.

Step 3: Overview of the Transfer Process

If the employee is selected for the position, the start date will be determined through mutual agreement between the employee's current supervisor and the hiring manager, taking business needs into consideration.

Transfer Timeline

The standard transition period is two weeks (10 business days). In some cases, project completion or other business needs may require a longer transition period. Any delay extending beyond four weeks (20 working days) must be approved by the applicable Associate University Librarian (AUL).

Compensation

1. If selected for a position within the **same pay grade**, employees are generally not eligible for a salary increase, as this would be considered a lateral transfer.
2. If selected for a position with a **higher pay grade**, the employee may be eligible for a salary 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.
3. If the proposed salary increase exceeds 15% of the employee's current pay rate, the department must obtain Compensation approval before communicating an offer.

Offer and Hiring Process

1. The Talent Acquisition team will email the offer letter to the Hiring Manager.
5. The Hiring Manager should then send the offer letter to the candidate for review and signature.
2. After receiving the signed offer letter, the OE Coordinator will coordinate with the Hiring Manager and the TA team to complete the remaining hiring steps in UT Share.

Related Policy

For additional information, please refer to the policies listed below:

HR-E-PR-30 Compensation Procedure

HR-E-PO-16-Employee Transfer Policy