

ADJUNCT FACULTY

SEARCH PROCESS PACKET

Overview and Keypoints

- 1. University President's Reaffirmation of Commitment to Equal Employment Opportunity, Access, and Affirmative Action**
- 2. Human Resources Guidepoints**
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- 11. Background Check Authorization**
- 12. Restricted Party Screening Form**
- 13. NSCH Degree Verification**
- 14. Benefits Summary – Note: Adjuncts Working less than 50% are not eligible for System Benefits**

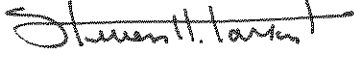
OVERVIEW AND KEYPOINTS: ADJUNCT FACULTY SEARCH PROCESS

1. Process does not require a Search Committee. The Hiring Authority will designate the interviewing/selection process and a responsible individual(s).
 2. The designated individual is responsible for reviewing and complying with all the requirements as defined in this process document.
 3. The Hiring Authority or designee will submit a completed javjobs hire packet to HR for compliance and completeness review. HR will then submit the packet to the Provost's Office for final approval to extend an employment offer. No employment offer can be extended until this approval from the Provost's Office is communicated.
 4. Upon approval, HR will notify the Hiring Authority to extend the employment offer and follow-up with an appointment letter. A copy must be provided to the Provost's Office and Human Resources (HR).
 5. HR will coordinate with the Hiring Authority on the new hire completing the New Hire Orientation and the form I-9 and E-Verify before being allowed to begin work.
4. Required documents in the javjobs hire packet must include:
- Selection Matrix
 - Letter of recommendation for hire with process summary and proposed salary to be offered upon approval.
 - Interviewee Question Guide
 - Export Control Restricted Party search
 - Criminal Background check
 - Reference check(s)
 - NSCH degree verification (completed by HR)



TEXAS A&M
UNIVERSITY
KINGSVILLE®

OFFICE OF THE PRESIDENT
MSC 101 · 700 UNIVERSITY BLVD.
KINGSVILLE, TEXAS 78363-8202
PHONE (361) 593-3207 · FAX (361) 593-3218

TO: Texas A&M University-Kingsville Students and Employees
FROM: Steven H. Tallant, President 
DATE: June 5, 2017
SUBJECT: Reaffirmation of Commitment to Equal Employment Opportunity, Access and Affirmative Action

Texas A&M University-Kingsville is committed to providing an educational and work environment that is conducive to the personal and professional development of each individual student and employee. The Chief Executive Officers of the A&M System universities and agencies are responsible for achieving an equal employment opportunity environment, and each System employee is accountable for creating an atmosphere that values and nurtures community, collegiality and accessibility.

Texas A&M University-Kingsville is committed to serving the state's student and citizens through education, leadership development, research and service.

I am committed to meeting these goals through a dynamic and diverse workforce that effectively responds to our constituents. It is my firm commitment to ensure that equal employment opportunity, equal treatment, and equal access to programs and activities will be provided to Texas A&M University-Kingsville's students, employees, prospective employees, and the public. To achieve this goal, discrimination based on a person's race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran status or genetic information is strictly prohibited as defined by federal law and state statute. These protections extend to employment and admissions decisions.

If you have any questions or concerns related to equal employment opportunity, equal access, affirmative action or requests for disability accommodations, please direct them to the following individual who has been designated as the university's Section 504 and Americans with Disabilities Act Coordinator:

Karen B. Royal, Director of Compliance
(361) 593-4758
Lewis Hall, Room 130
700 University Blvd. MSC 221
Kingsville, Texas 78363
karen.royal@tamuk.edu

The following individual is designated as the university's Coordinator for Title IX of the Education Amendments of 1972, responsible for inquiries and complaints alleging discrimination in educational programming and access based on sex:

Tasha Clark, Title IX Coordinator
(361) 593-4758
Lewis Hall, Room 130
700 University Blvd., MSC 221
Kingsville, Texas 78363
tasha.clark@tamuk.edu or titleix@tamuk.edu

Questions concerning Title IX may also be directed to Ms. Catherine Lhamon, Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C., 20202-1100.

Please join me in this commitment.

SEARCH COMMITTEE Human Resources Guidepoints

DOCUMENTATION	<ul style="list-style-type: none"> * Objective and job related * No “key marks” etc. * All documentation (reference notes, interview questions, matrix, etc) turned into HR at end of process * e-mails also subject to review
CONFIDENTIALITY	<ul style="list-style-type: none"> *Discussion and selection limited to Committee, Hiring Mgr., HR, or Compliance Office *Candidate documentation only released to those involved in the individual interview process
JAVJOBS	<ul style="list-style-type: none"> *Cannot consider an applicant unless they registered through Javjobs *Must follow and enter updates on electronic system *Members of Committee get Guest sign-on at x4447/3705 (HR)
MATRIX	<ul style="list-style-type: none"> *Evaluate on meeting posted criteria *Do not take beyond first screening if do not meet minimum criteria
INTERVIEW QUESTIONS	<ul style="list-style-type: none"> *Prepare before you begin to look at candidates files *If you ask of one, you ask of all *Open ended questions versus “Yes” or “No”
REFERENCES	<ul style="list-style-type: none"> *Must have, especially if finalist, and must include one current work reference *Many reluctant to give current work reference
WORK AUTHORIZATION	<ul style="list-style-type: none"> *If candidate references a Visa, note type and contact HR to review timelines for job start *Cannot discriminate based on national origin
SOCIAL MEDIA	<ul style="list-style-type: none"> *In pre-screening, you may be exposed to information that could be suspect of biasing you (race, sex, disability, etc.) - none of this should impact your recommendation on ability to perform job *In post-interview, limit/minimize communications with applicant relative to interview and/or selection *You can be held liable for what you communicate, orally and/or written
SALARY / BENEFITS	<ul style="list-style-type: none"> *Do not discuss salary or benefits commitments that would lead applicant to believe they would receive the same *Do not agree to work on their behalf relative to offer or related issues
<i>EFFECTIVE HIRING PRACTICES</i> Course	<ul style="list-style-type: none"> *Train Traq required for all Search Committee Chairs

SEARCH COMMITTEE ORIENTATION -

COMPLIANCE OFFICE GUIDEPOINTS

Reaffirmation of Commitment to Equal Employment Opportunity, Access, and Affirmative Action	*System and University Commitment to action and Monitoring *Office of Compliance will assist in providing Affirmative action commitment to reflect availability of applicant pool *Assist in development of interview questions and development of selection criteria if requested as requested
Americans with Disabilities Act	*Understand mobility limitations during interviews and arrange appropriate locations and transportation *Understand impact of food allergies and respond with appropriate locations during interview visit
Export Control Limitations	* Office of Research Sponsored Programs available to provide resource assistance in the development of position description and job posting relative to Export Control compliance and limitations

SEARCH COMMITTEE Process Requirements Matrix

	Faculty	Lecturer	Adjunct	Staff - Above Level 9	Staff – Below Level 9	Graduate Assistant	Temporary Worker-University Hire	Task Worker	Student Worker	Comment
Posting Approval Required	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • Full-time non grant/temporary funded positions require the President’s approval • All positions must be posted with TWC except Student Workers – these must be posted in the Career Center
Export Control Restricted Party Database Search	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> • Completed by Hiring Authority with consultation/assistance from HR and Compliance Offices • Complete Database review on all finalists
Search Committee	X	X		X						<ul style="list-style-type: none"> • Where not required, the Hiring Authority can designate interviewing/selection process • All Search Committees require HR/Compliance Training
Texas Veterans’ Employment Preference Interviews	X	X		X	X					<ul style="list-style-type: none"> • Comply with minimum interviews for full-time positions

Reference Checks	X	X	X	X	X		X	X		<ul style="list-style-type: none"> Form completed and included as part of Hire Packet
Criminal Background Check	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> Form completed and included as part of Hire Packet Encourage applicant to complete while on-site interview
Verification of degree when required for position	X	X	X	X	X	X	X	X		<ul style="list-style-type: none"> Notify HR of candidate visit date to initiate verification as this may take 2 to 3 days to complete as required for complete Hire Packet. Transcripts will also be required for those positions requiring a degree HR completes verification thru National Student Clearing House
Hire Packet Required to HR Before Offer Can be Extended	X	X	X	X	X		X	X		<ul style="list-style-type: none"> Includes Summary Letter, Matrix, Interview Questions, Reference checks, Criminal Background Check, and Degree Verification. Summary Letter of Recommendation must include approval signature from the Department Chair and/or Dean as appropriate.

Confirmation of Offer Letter or Appointment Letter Required	X	X	X	X	X		X	X		<ul style="list-style-type: none"> HR will provide Staff Confirmation of Offer Letter and Department will provide Faculty Appointment Letter for applicable offers
I-9 and E-Verify Processing Required	X	X	X	X	X	X	X	X	X	<ul style="list-style-type: none"> Must be done before the employee can be allowed to begin work – NO EXCEPTIONS
New Employee Orientation	X	X	X	X	X	X	X	X		<ul style="list-style-type: none"> NEO done on 1st workday of month and on 2nd Monday of the month

NEW HIRE EMPLOYMENT APPROVAL/OFFER PROCESS

- | | |
|---|--|
| 1. Complete Selection Matrix form on all applicants | Include all candidates on Matrix form- not just those prescreened or interviewed |
| 2. Prescreen applicants | Complete Interview Questions form on each and include in Hire Packet |
| 3. Conduct Site Interviews | Complete Interview Questions form on each and include in Hire Packet |
| 4. Site Interviewees Complete Criminal Background Check form with authorization signature | Background Check form will be submitted to UPD for finalist |
| 5. Notify HR of site interviewees to initiate NSCH Degree Verify | Expedites process as this may take 2 to 3 days to complete |
| 6. Complete Reference Checks on Finalist | Include Reference Check forms in Hire Packet |
| 7. Conduct Export Control Screening on Finalist | Hiring department Export Control Delegate performs screening and Include form in Hire Packet |
| 8. Prepare Selection Process Recommendation Letter and prepare packet for compliance review by HR. Letter must reflect approval signature from the Department Chair and/or Dean as appropriate. | Include proposed salary for review by HR and Hiring Authority – include in Hire Packet to submit to HR |
| 9. Submit complete Hire Packet to HR for review and submission to respective VP for offer approval | No employment offer should be discussed with candidate as packet and offer have not been approved |
| 10. HR notifies (via email) respective VP of complete Javjobs Hire packet and requests approval to extend employment offer | No extension of employment offer should be extended |
| 11. Upon approval, HR notifies Hiring Authority to verbally extend employment offer | No extension of employment offer should occur until this point in process |
| 12. Notify HR of employment offer acceptance for HR to send Letter of Confirmation of acceptance for Staff position. Hiring department will send | HR will coordinate new hire processing and new employee orientation with Hiring department |

Letter of Appointment for Faculty hire with copy to
Provost Office and HR

13. Search Committee Chair will close javjobs posting
within next business day of acceptance.

Upon closing, other applicants will
receive email notification of non-
selection.

June 1, 2017

SELECTION CRITERIA OF APPLICANTS (MATRIX)

Position: _____
 Dept: _____

Date Submitted: _____

Committee Chair Signature: _____

Criteria for Selection (see Note at bottom)	Identified as a Disabled Veteran, Veteran, Unmarried Surviving Spouse of a Veteran, or Orphan of a Veteran?	Scoring: 1 = Adequate / 2 = Moderate / 3 = Extensive							Committee Evaluation Summary	ACTION CODE ***
		<i>Experience and Education Related to Position</i>	<i>Demonstrated Ability to Work With Minimal Supervision</i>	<i>Leadership of Projects/Initiatives Demonstrated</i>	<i>Demonstrated Effective Communications</i>					
Candidate Name (Last name, First name)										
*** = Action Codes		1 = Not Considered for Interview due to less relevant skills / experience/ or education	2 = Pres-screened / Not Selected for Interview	3 = Declined Interview Offer	4 = Withdrew Application	5 = Interviewed / Not Hired	6 = Declined Job Offer	7 = Interviewed / Recommended for Hire		

Nov. 2015

* Areas italicized are subject areas to be customized to department and position requirements/expectations.

NOTE: If six(6) or less candidates are interviewed and qualified veterans are within the candidate pool then at least one veteran must be interviewed. If the intent is to interview more than six(6) candidates then at least 20% of the candidates (if available) must be interviewed.

TEXAS VETERAN'S EMPLOYMENT PREFERENCES ACT SUMMARY

- The following individuals qualify for a veteran's employment preference:
 1. A veteran, including a veteran with a disability;
 2. A veteran's surviving spouse who has not remarried; and
 3. An orphan of a veteran if the veteran was killed while on active duty

- For each announced open position at a state agency, the state agency shall interview:
 1. If the total number of individuals interviewed for the position is six or fewer, at least one individual qualified for a veteran's employment preference
 2. If the total number of individuals interviewed for the position is more than six, a number of individuals qualified for a veteran's employment preference should equal to at least 20 percent (20%) of the total number interviewed
 3. A state agency that does not receive any applications from individuals who qualify for a veteran's employment preference is not required to comply.

- A state agency shall provide to an individual entitled to a veteran's employment preference for employment or appointment over other applicants for the same position who do not have a greater qualification a veteran's employment preference, in the following order of priority:
 1. A veteran with a disability;
 2. A veteran;
 3. A veteran's surviving spouse who has not remarried; and
 4. An orphan of a veteran if the veteran was killed while on active duty

Reference: **Texas Government Code 657. Veteran's Employment Preferences**



Interview Questions Guide

Interviewer's Name: _____

INSTRUCTIONS This form is used by hiring supervisors to develop interview questions. The same questions will be asked of all the applicants that you interview. You may have as many questions as you deem necessary. Space is provided below for up to seven questions. You may add or remove question boxes as needed. Record the questions and the anticipated answer(s) before you begin your interviews. During the interview, you can transcribe the applicant's answers. After the interview is conducted, then you may go back and score each question and calculate the overall score.

RECORDS RETENTION SCHEDULE [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

Applicant's Name	Date
Notice of Vacancy Number	Score

Question 1:
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 2:
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 3:
Anticipated Answer(s):
Applicant's Answer:



Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer
Question 4:
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 5:
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 6:
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 7
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer



Question 8
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 9
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer

Question 10
Anticipated Answer(s):
Applicant's Answer:
Score: <input type="checkbox"/> 5 = Outstanding <input type="checkbox"/> 4 = Excellent <input type="checkbox"/> 3 = Good <input type="checkbox"/> 2 = Fair <input type="checkbox"/> 1 = Poor <input type="checkbox"/> 0 = No Answer



Telephone Reference Contact

INSTRUCTIONS This form is used by departmental hiring supervisors to record responses to the following questions regarding a reference check for a job applicant.

RECORDS RETENTION SCHEDULE [System Regulation 33.99.01: Employment Practices](#): Maintain employment applications and other relevant data on ALL job applicants who are NOT hired for *two* years. Employment applications and relevant data on hired applicants should be kept throughout their employment AND for *five* years after employment terminates.

Applicant's Name	
Company Contacted	
Reference's Name	
TAMUK Position Title	
Interviewer's Name	Date

Thank you for taking my call. <Applicant's name> is a finalist for the position of <job title> at Texas A&M University- Kingsville & has indicated you as a reference. May I ask you some questions about <Applicant's name>?

1) In what capacity have you known the applicant? And for how long?
2) What was <Applicant's name> title, salary, and dates of employment with your organization?
3) How would you describe <Applicant's name> work?

4) How would you describe <Applicant's name> style of relating to people?

5) What are <Applicant's name> strongest job skills?

6) Have you perceived any weaknesses in work performance?

7) Is there anything else you would like to tell me about <Applicant's name> work performance or behavior?

8) Would <Applicant's name> be eligible for rehire?

Other question(s)

Reference Check Sample Questions:

1. What is your relationship to the candidate and how long have you known the candidate? This question allows a hiring manager to confirm whether a job seeker and a reference ever worked together and perhaps to assess their relationship.

For instance, the reference could be a previous boss or a co-worker. In knowing the specific nature of the relationship, a hiring manager can better gauge the information provided.

2. Can you confirm the candidate's job title, dates of employment and work duties? Learn about a candidate's previous job experience and responsibilities.

Always verify the candidate's job title and dates of employment to be sure the information provided is accurate.

3. Can you describe the candidate's work performance? It's easy for candidates to make bold claims on their resumes. But there's no better way to determine the validity of such statements than by asking a reference.

4. This position for which _____ is being considered involves the following job responsibilities (e.g., teaching full loads (4 courses), conducting a research program with undergraduates, recruiting new freshmen and Junior College transfer students, writing competitive grant proposals, and mentoring faculty and students in _____, etc.). Based on your knowledge of _____ training and experience, what is your opinion regarding their ability to successfully perform those duties?

This information might help project how well a candidate might perform in the same or related job.

5. Was the candidate accountable in performing tasks? When asking references this question about a job seeker's work ethic, hiring managers should find out how the person reacted to a mistake and whether he or she could be held responsible for meeting deadlines and completing projects.

6. How would you describe their communications ability – sharing information, giving presentations, preparing proposals, etc.? Insight into the candidate's ability to successfully communicate in the work environment.

7. What are the candidate's strengths and weaknesses? Hiring managers want to learn about a candidate's strengths and weaknesses when talking to a reference.

This question can help hiring managers determine how easily the individual can be trained and whether he or she is a good fit for the position.

8. What was it like to work with the candidate? This line of inquiry helps hiring managers determine whether a candidate is a good cultural fit for the organization. It can reveal the candidate's personality, communication skills, how well he or she takes direction and if the person is a team player.

9. Why did the candidate leave a position? Not only might the answer to this question be illuminating but it can also help managers gain insight into how long a candidate might stay with a new organization.

10. Company policies aside, would you rehire this candidate? Whether a reference would rehire a candidate can sum up an entire conversation prior to that point, which is why it's often asked near the end. If there's only time to ask a single question, this should be the one. Don't forget to drill down to find out an explanation why.

11. Is there anything else we should know about this candidate? By asking this, hiring managers can find out specific details about a candidate not addressed in previous questions.



Background Check Authorization

With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.

An Equal Opportunity/Affirmative Action Employer

The Texas A&M University-Kingsville does not discriminate on any basis prohibited by applicable law including race, color, religion, age, sex, sexual orientation, gender identity, national origin, disability, veteran's status or genetic information in recruitment, employment, promotion, compensation, benefits, or training. The information on this form is the property of TAMU-K Human Resources Office.

To Be Completed by the Applicant/Employee

Provide all information requested and deliver or fax this form to the Hiring Department.

Last Name First Name Middle Initial (Provide name as it appears on Social Security Card)

Present Address Number and Street City State ZIP

Race Sex Date of Birth Social Security Number **OR** VISA Number

Texas A&M University-Kingsville may obtain my background information, including criminal history record, Selective Service registration and degree verification at any time during my application process and/or employment. I understand this information will be used only for evaluation for employment or continued employment with Texas A&M University-Kingsville.

I hereby authorize the Texas Department of Public Safety or any other entity authorized to access state or federal agency records to furnish Texas A&M University-Kingsville, or its agent, my background records. I do hereby release all agents, servants, and employees of Texas A&M University-Kingsville, the person in charge of any law enforcement agency or department and all members of such law enforcement agency or department from all liability resulting from the release of this information.

The following are my responses to questions about my criminal history, if any. (Exclude minor traffic offenses punishable only by fine.)

1. Have you ever been convicted or pled guilty before a court for any federal, state or municipal criminal offense? ____Yes ____No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

2. Have you ever been convicted or pled guilty before a court for any offense requiring registration as a sex offender? ____Yes ____No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

3. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense? ____Yes ____No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

4. Have you ever received pre-trial diversion or similar disposition for any federal, state or municipal offense? ____ Yes ____ No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

5. Have you ever received probation or community supervision for any federal, state or municipal offense? ____ Yes ____ No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

6. Have you been convicted of any criminal offense in a country outside of jurisdiction of the United States? ____ Yes ____ No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Offense: _____
(MM/DD/YY)

Details of conviction: _____

7. As of the date of this consent form, do you have any pending charges against you? ____ Yes ____ No
If yes, please provide details below. Attach extra pages if needed.

State: _____ County: _____ Date of Arrest: _____
(MM/DD/YY)

Details of conviction: _____

I acknowledge that a facsimile or copy of this document shall have the same validity, force and effect as the original. System Regulation 33.99.14 addresses the operation of criminal history background checks within the A&M System, including appeal procedures.

I hereby certify that all information provided by me on this form is true, complete, and correct. **I understand that any false statements made herein may void my application for employment, be grounds for termination of my current employment and affect my eligibility for future A&M System employment.**

Applicant's Signature

Date

Job title of open position

Department

To be completed by Hiring Department: (Forward to UPD to process)

Responsible Hiring Authority: _____

Account Number To Be Charged: _____

Date: _____

Applicant's Position (please check one)

____ Faculty ____ Grad Asst.

____ Staff ____ Student

To Be Completed by University Police Department

Signature: _____

Date: _____

- Staff forms – send to Human Resources when completed
- Faculty forms – send to Provost when completed
- Student forms – send to Human Resources when completed



Stamped Received

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal History (CCH)
APPLICANT or EMPLOYEE NAME (Please Print)

check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on Name and DOB identifiers I supply. (This is not a consent form) Authority for this agency to access an individual's criminal history data may be found in the Texas Government Code 411; Subchapter F. Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the Name and DOB search. Once this process is complete the information on my fingerprint criminal history record may be discussed with me.

In order to complete this process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us /Crime Records / Review of Personal Criminal History or by calling the DPS program Vendor at 1-888-467-2080, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

This copy must remain on file by Texas A&M University-Kingsville Police Department. Required for future DPS Audits

Signature of Applicant or Employee

Date

Texas A&M University – Kingsville
Agency Name (Please Print)

Signature of Agency Representative

Date

Please: Check and Initial Each Applicable Space	
CCH Report Printed:	
YES ___ NO ___	___ Initial
Purpose of CCH: <u>Employment</u>	
Empl _____	___ Initial
Date Printed: _____	
	___ Initial
Destroyed Date: _____	
	___ Initial
Retain in your files	



**Restricted Party Screening (RPS)
Request Form**

Requestor:

Name

Date (MM/DD/YYYY)

Department/College

Request to Screen: Party Entity Both

Screened Person (full/all names):

Last Name

First Name

Middle Name

Other Names Listed

Country (Citizenship)

Address

City/State/Country

Screened Entity (i.e., company name, bank name, university name, etc.):

Name

Country

Address

City/State/Country

Reason for screening (full description):

OFFICE USE ONLY (Visual Compliance/Export Control Delegates)

Screener Name

Screener Signature

Date (MM/DD/YYYY)

Results:

- No results returned
- Match – found to be a false positive: requires description of how this was determined to be a false positive and (2) secondary screener signature/date
- Match – found to be positive requires secondary screener signature/date

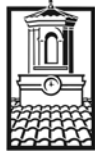
Reason for Determination of False Positive (if applicable):

Secondary Screener Name

Secondary Screener Signature

Date (MM/DD/YYYY)

Attach Restricted Party Screening Results Page



TEXAS A&M
UNIVERSITY
KINGSVILLE®

Degree Verification Authorization

NAME: _____
FIRST MIDDLE LAST

DATE OF BIRTH: _____
MONTH DAY YEAR

SOCIAL SECURITY NUMBER: _____

SCHOOL: _____

DEGREE: _____

MAJOR: _____

YEAR: _____

SCHOOL: _____

DEGREE: _____

MAJOR: _____

YEAR: _____

SCHOOL: _____

DEGREE: _____

MAJOR: _____

YEAR: _____

I authorize Texas A&M University- Kingsville to complete a degree verification of my credentials from the listed institution(s) or university (s).

Signature

Date

Degree Verify Certificate

Transaction ID#: 0147623497 **Date Requested:** 06/14/2017 17:03 EDT
Requested by: Jacqueline Hutton **Date Notified:** 06/14/2017 17:03 EDT

Status: Confirmed
Fee: \$0.00

INFORMATION YOU PROVIDED

Subject Name: LEONIDES GOMEZ BAZAR
First Name Middle Name Last Name

Name Used While Attending School:
(if different from above)
Date of Birth: 12/22/1948
mm/dd/yyyy

School Name: UNIVERSITY OF HOUSTON-VICTORIA

Degree Award Year:
Attempt To: Verify a degree

INFORMATION VERIFIED

Name On School's Records: LEONIDES GOMEZ BAZAR
Date Awarded: 08/07/1981
Degree Title: MASTER OF EDUCATION
Official Name of School: UNIVERSITY OF HOUSTON-VICTORIA
School Division: EDUCATION & HUM DEV, SCHOOL OF
Major Course(s) of Study: ADM AND SUPV
(and NCES CIP Code, if available): 130401
Dates of Attendance: 09/03/1974 to 08/07/1981



Employee Benefits Summary

This Benefits Summary is to inform potential candidates for employment of what benefits options exist based on their work status and position classification. These include:

- **Medical and Basic Life Insurance** **State contribution toward the premium cost is provided**

- **Group Benefits** **Available at group rate cost**
*Dental *Vision *Optional Life
*Dependent Life * Accidental Death & Dismemberment * Long-term care

- **Health Care Spending and Dependent Daycare Spending Accounts** **Available**

- **Retirement Options: TRS or ORP** ***Dependent on position**
 ***Employee and A&M System contribute**
 ***Contribution amounts set by State Legislature and are subject to change**

- **Employee Assistance Program** **Confidential counseling and resource service at no cost to employee and family**

- **Employee Tuition Assistance Scholarship** **Available after 3 months of full-time employment**

- **Vacation and Holiday Benefits** **Available dependent on position and work status**

More detailed information available at <http://www.tamus.edu/offices/benefits> or contacting Human Resources at 361-593-3705