I. 4.3.2 Recruitment and Selection of Classified Employees

Chapter 4 - General Personnel	Original Effective Date: November 2000
Section: 4.3 Recruitment, Selection and Appointment	Date Last Reviewed: July 2026
Responsible Entity: Senior Vice President and Chief Human Resources Officer	Date Last Revised: July 2026

II. Purpose

To establish guidelines for the recruitment and selection of classified employees at UT Health San Antonio.

III. Scope

The policy applies to applicants, hiring managers, and talent acquisition partners for classified positions at UT Health San Antonio.

IV. Policy

An individual is appointed to a classified position and is considered a classified employee when the title of the position is contained in the Classified Employee Pay Plan and Job Descriptions of UTHSA.

A. Appointment Categories

Classified employees hold one of two appointment categories:

1. Non-Regular Employee: an employee who is appointed and whose position is intended to work for less than four and one-half (4 1/2) months or less than twenty (20) hours per week (less than 50% time). Non-regular employees are not eligible for benefits or leave entitlements.
2. Regular employee: an employee who is appointed and whose position is intended to work for at least four and one-half (4 1/2) months and at least twenty (20) hours per week (50% time or more). Regular employees are eligible for benefits and leave entitlements.

B. Internal and External Recruitment

1. All regular and non-regular, full-time and part-time classified position vacancies are filled by either internal or external recruitment.

2. A department uses internal recruitment when all candidates to be considered for the vacant position are current employees of UTHSA or UT San Antonio regardless of the department in which they work.
    a. Internal recruitment may not be used in lieu of reclassifying an occupied position within the department.
3. A department uses external recruitment when both internal and external (non-UTHSA) applicants are to be considered for a vacant position.

C. Recruitment

1. All classified vacancies must be posted for a minimum of five (5) calendar days by the Office of Human Resources.
2. A request for exception to the posting requirement must be reviewed and approved by the leader for Talent Acquisition with concurrency from the Chief Human Resources Officer or their designee.
3. All interested applicants must apply for a posted position in the applicant tracking system (ATS) or through the hosted site managed by a retained search firm.
4. All advertisements must include the Equal Employment Opportunity (EEO) statement
5. Pre-employment tests are not required or administered for any classified positions. Departments are prohibited from developing and administering any pre-employment test because of risk exposure under federal employment regulations.
6. If the final candidates for a position have equal qualifications, preference must be given to those applicants who have designated Veteran or Former Foster Youth status on their application.
7. The Office of Human Resources will extend the final job offer, including confirming the job title, salary, and employment start date. Departments are prohibited from extending the final job offer or negotiating with candidates outside of the offer process.
8. UTHSA is required to conduct various background checks depending on the position or job candidate. These background checks include: security background check (criminal history); sanction check; selective service check; credit check, GA-48 advanced screening, and driving record check based on role type. The security and sanction background checks are required of all job candidates before employment starts.

    More information about background checks is provided under Section 4.4 of the Institutional Handbook of Operating Policies (IHOP), "Background Information Checks."

D. Monitoring

To ensure nondiscrimination practices, the Office of Human Resources will be responsible and reserves the right to periodically audit or request any documentation of job candidate selection procedures including, but not limited to, interview questions

asked of candidates, selection criteria, evaluation methods such as checklists or matrices, or requests for salary exceptions. Findings from the audit will be provided by a designee in the Office of Human Resources to the respective department head and executive committee member.

V. Definitions

When used in this document, the following words have the meaning set forth below unless the context requires a different meaning.

Applicant Tracking System - The system used by UT Health San Antonio to post internal and external positions to attract talent.

VI. Related References

Institutional Handbook of Operating Policies (IHOP)

4.4 Background Information Checks

VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
11/2000	Policy Origination		
12/2004	Policy Review		
07/2025	Policy Revision/Discretionary Edit		
07/2026	Policy Revision	Executive Committee	07/23/2026