

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Recruitment and Employment

UH-Downtown/PS 02.B.14
Issue No. 5
Effective Date: 7/18/2025
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1. PURPOSE

- 1.1. The University of Houston-Downtown (UHD) is committed to equal opportunity and affirmative action in its recruiting practices. This Policy Statement sets forth the policy regarding recruitment of staff and student employees, including how information regarding position vacancies is disseminated. It applies to all exempt and non-exempt non-faculty employees, and complies with [Texas Government Code Chapter 656, Job Notices and Training](#).

2. DEFINITIONS

- 2.1. Applicant Tracking System (ATS): The automated system that allows job seekers to view and apply for job postings and submit résumés and other documents electronically.
- 2.2. Background Check: A search for information about an individual's criminal history, employment and educational history, credit report, and other information that may be deemed relevant to a candidate's eligibility for hire.
- 2.3. Electronic Position Request Form (ePRF): The electronic document generated in the Human Resources Information System (HRIS) to create a new position, fill a vacant position, change, or reclassify a position.
- 2.4. Job Description: A document that describes the essential functions, qualifications and skills for a specific role.
- 2.5. Job Posting: The method of displaying current job openings that extends an invitation to those interested in applying. Postings include a summary of the major duties and responsibilities and minimum qualifications for the job.
- 2.6. Job Requisition: A request to fill a position that is new or an existing position that has become vacant.

- 2.7. Motor Vehicle Report (MVR): A record that contains information about a person's driving history, including information about traffic convictions for driving-related incidents.
- 2.8. Staff Employee: An individual employed on a regular basis for a period of at least four and one-half months, excluding students employed in positions that require student status as a condition of employment and those holding a teaching and/or research position classified as faculty.
- 2.9. Student Assistant (Student): An employee whose position requires student status at UHD as a condition for employment, regardless of funding.
- 2.10. Temporary Position: A position of short duration (less than four and one-half continuous months), intermittent in nature, or a position where it is clearly impractical to employ an individual on a continuing basis for more than four and one-half continuous months.

3. POLICY

- 3.1. Recruitment and selection of candidates for vacant positions are conducted in accordance with applicable statutes, regulations, and policies of the State of Texas and consistent with the principles of equal employment.
- 3.2. All Staff and Student positions must be posted on the [UHD Careers Site](#) prior to the distribution of any public notices, advertisements, or screening of applicants. HR will publish all staff positions with a variety of external agencies to ensure compliance with federal and state regulations and optimize recruitment efforts.
 - 3.2.1. Approved vacancies may be publicized with external advertising venues upon the request of the hiring department. All advertisements must include the appropriate Equal Employment Opportunity (EEO) statement.
 - 3.2.2. Student positions may remain open for one year from the posting date. Departments may hire from this pool of applicants for multiple positions throughout the year.
 - 3.2.3. Temporary positions may be posted on the [UHD Careers Site](#).

- 3.3. All job postings, whether internal or external, must be posted for a minimum of 10 working days prior to making a hiring decision. Exceptions may be granted on a request basis by the Vice President for Human Resources.
- 3.4. Employment qualifications listed on Job Requisitions and Job Postings must be work-related, consistent with business necessity, and included in the official Job Description.
- 3.5. To be considered for a position, applicants must apply online and submit all required documentation at the official [UHD Careers Site](#).
- 3.6. Screening Committees
 - 3.6.1. Screening committees are required for executive-level positions. Committees may also be utilized for positions with budget authority and/or supervisory responsibilities and for other professional positions determined by the respective hiring official.
 - 3.6.2. If a screening committee is used for the candidate review process, the hiring official will identify the proposed committee membership, including the proposed chair.
 - 3.6.3. The hiring official or chair will convene the search/selection committee prior to the committee's review of applicant materials. All committee members must complete a confidentiality agreement and hiring process training.
- 3.7. All employment decisions must be based on qualifications, relevant experience, and abilities. Candidates must be evaluated based upon their potential to perform the duties established for the position in which the candidate has applied. The position's duties and qualification requirements, as described in the Job Description, must be used to determine the candidates that possess the basic minimum qualifications.
- 3.8. All candidates for employment will be subject to a background check prior to extension of an official offer of employment. A criminal background check must be conducted on any candidate, internal or external, for a full-time, part-time, regular, or temporary position who is under final consideration for employment, following normal screening and selection processes. Additional background checks may be required depending on the position.

- 3.8.1. Motor Vehicle Record (MVR) checks must be conducted for positions that require driving a University-owned or leased vehicle as an essential part of the job (see [PS 02.A.16, Motor Vehicle Record Evaluation Policy](#)).
- 3.9. All candidates for employment must not have any outstanding financial obligations to the state of Texas or any university within the University of Houston System.
- 3.10. This policy is in compliance with [SAM 01.D.07, Anti-Discrimination](#).

4. PROCEDURES

- 4.1. Staff recruitment and employment procedures may be found on the publicly-facing HR website and/or the HR SharePoint site.

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Human Resources

Review Period: Every three years on or before February 1 and as necessary.

Signed original on file.

President

6. POLICY HISTORY

Issue #1: 02/17/11

Issue #2: 06/08/16

Issue #3: 05/17/19

Issue #4: 04/20/23

Issue #5: 07/18/25 (Current issue)

7. REFERENCES

[PS 10.A.13, Faculty Employment Policies](#)
[PS 02.A.16, Motor Vehicle Record Evaluation Policy UH System Administrative Memorandum 02.A.13](#)
[UH System Administrative Memorandum 01.D.07](#)
[PS 02.B.10, The Americans with Disabilities Act Policy](#)
[UHD Careers Site](#)
[PS 02.A.17, Security Sensitive Positions Policy](#)
[Texas Government Code § 656.001](#)

8. EXHIBITS

There are no exhibits associated with this P.S.