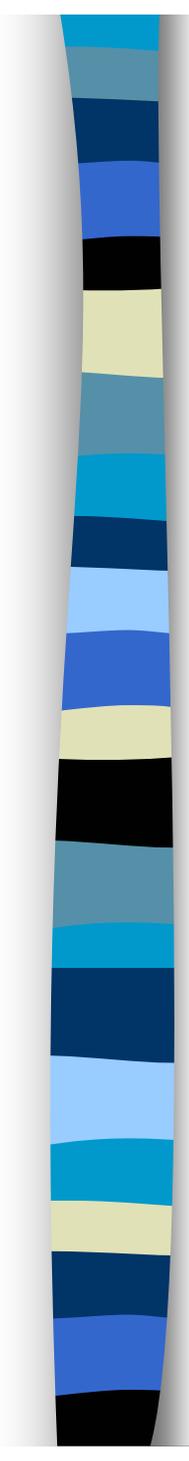


Employee Hiring Practices

Do's and Don'ts



Texas State Soil & Water Conservation Board



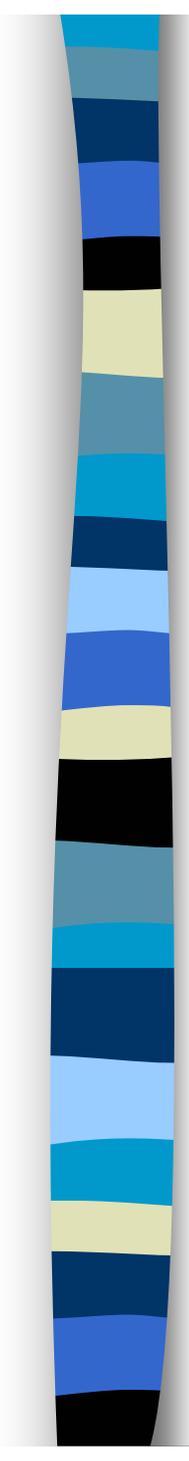
Job Description

- Evaluate needs in the position
- Qualifications
- Salary



EEO Statement

- The Soil and Water Conservation District is an equal opportunity employer, and does not discriminate against job applicants or employees on the bases of race, color, national origin, sex, religion, age, disability, or veteran's status and to promote equal employment opportunity through a continuing affirmative action program.



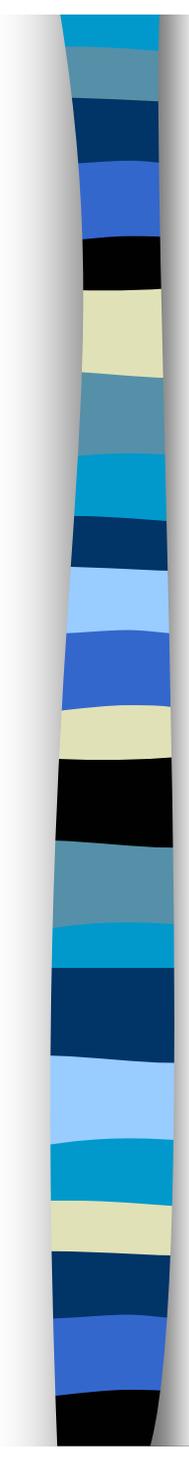
Affirmative Action Plan

- Ensures that all areas of employment (recruitment, selection, assignment, training, promotion, and compensation) are based only on individual experience, education, qualification, ability, and performance.



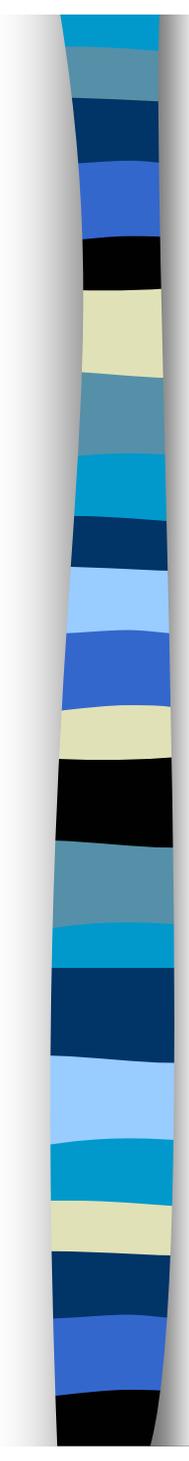
Americans with Disabilities Act (ADA) of 1990

- Prohibits employment discrimination against individuals with disabilities and requires places of public services and accommodations to be usable and accessible to them.



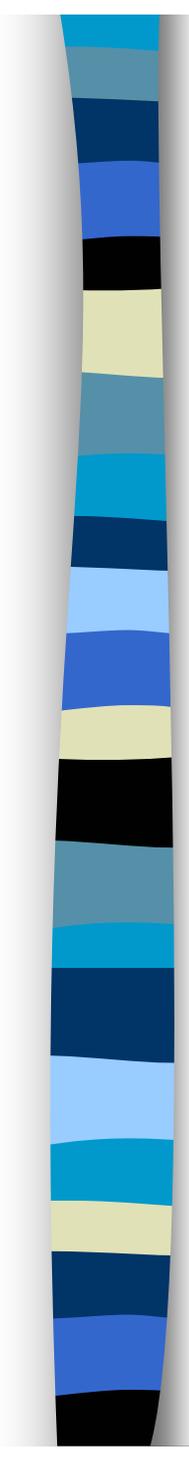
Job Announcements

- Internal
- External
- Texas Workforce Commission-
– WorkInTexas.com
- Universities/Colleges
- Minority Organizations/Companies
- Newspaper Publications



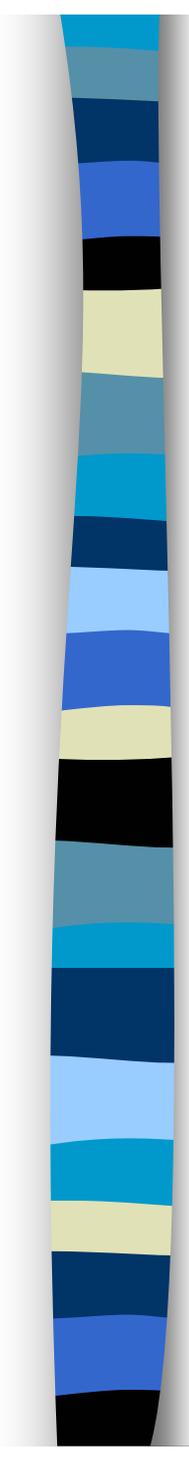
Pre-Interview Process

- Application
- Resume
- Applicant Log
- Screening Applicants



Pre-Interview Process-Cont'd

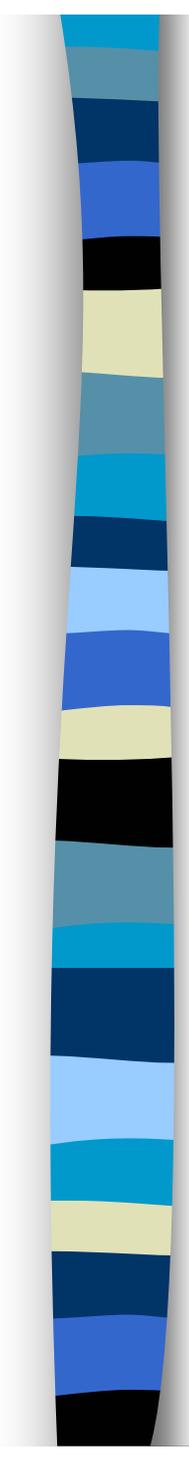
- Interview Team
- Create set of interview questions for EEO Compliance
- Arrange for the Interview
- Give applicant a copy of the job opening/description



Interview Process

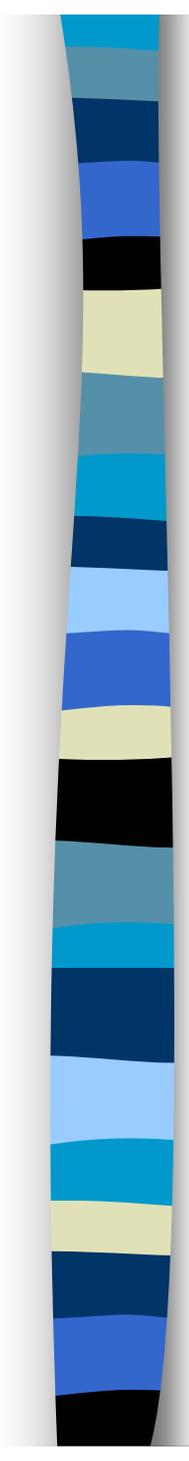
- Interview-Set up

- Review Application & Resume
- Have Job Description on hand
- Set aside 1 hour
- Have the set of standard interview questions



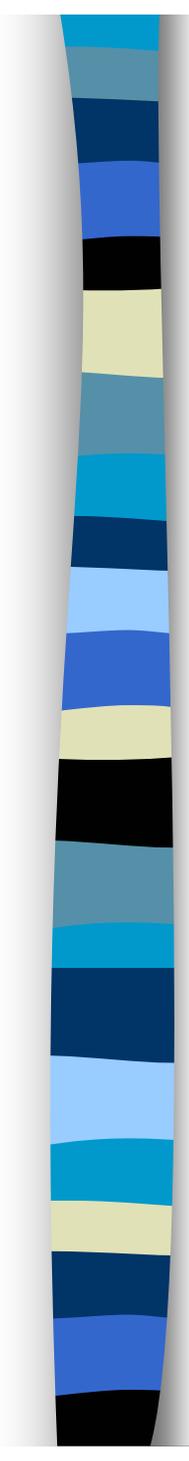
- Suggestive Question Topics

- Work Experience
- Education & Training
- Job Knowledge
- Team Work
- Problem Solving/Analytical Skills



Conducting The Interview-Do's

- Ask each applicant the same questions
 - open-ended questions work well
 - Make mental/written notes on key items
- Be honest
- Give applicant an opportunity to ask questions
- Give each applicant equal consideration



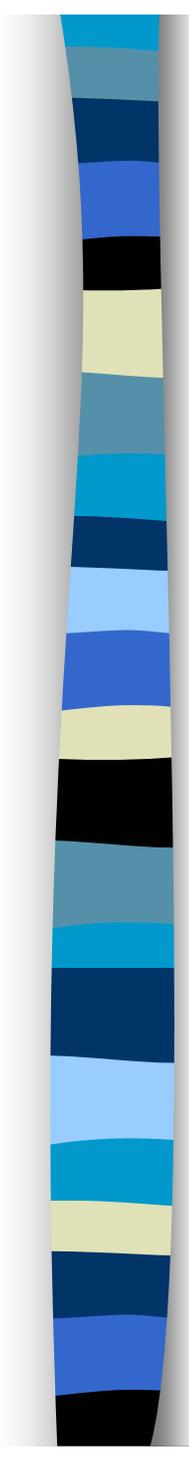
Conducting The Interview-Don'ts

- Avoid controversy
- Do not leave applicant with any false impression
 - regarding duties, pay & advancement possibilities



Some Prohibited Questions- Don'ts

- Are you married/have children/pregnant?
- How old are you?
- What medical conditions or physical disabilities do you have?
- Where does your spouse work?
- Have you ever been arrested?



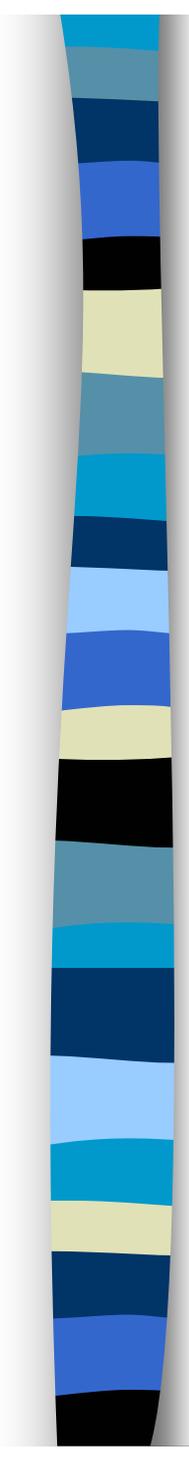
Post-Interview Process

- The interview team meets
 - Applicants are discussed
- Reference checks
- Applicant with the highest score is recommended to be hired
- Job offer is made
 - Position is “At-Will”



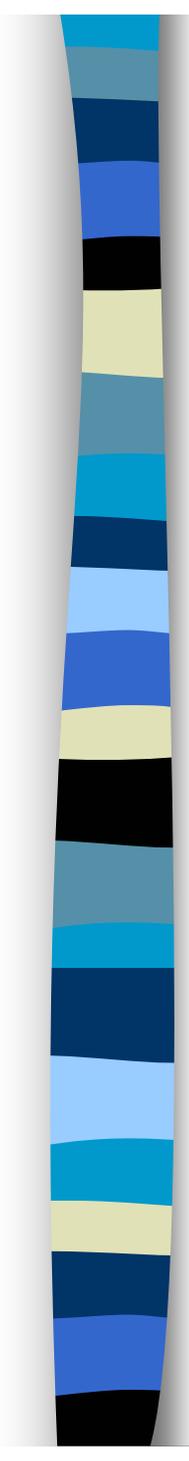
Employment Processing

- Complete personnel
- Complete insurance forms if applicable
- New employee orientation



Performance Appraisal

- Used as a communication tool for evaluating the employees job performance
- Appraisal needs to be useful and constructive
- First review is advised at six months
 - Following reviews should be on an annual basis
- Salary increases do not necessary come with the evaluation



Thank You

- If you have any questions about how to comply with these laws, or any general questions about hiring, contact your field representative.