



Texas State
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Employee Hiring Practices





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Job Description

- Evaluate needs in the position
- Qualifications
- Classification/Salary
 - The General Appropriations Act of the 79th Legislature established the Position Classification Plan and Salary Schedule to assure that salaries are commensurate with work performed.



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EEO Statement

- The Texas State Soil and Water Conservation Board 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.



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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.



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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.



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Job Announcements

- Internal
- External
- Texas Workforce Commission
- Universities/Colleges
- Minority Organizations/Companies
- Newspaper Publications



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Pre-Interview Process

- State Application
- Resume
- Applicant Log
- Screening Applicants



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Pre-Interview Process Continued

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



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Interview Process

- Interview-Set up
 - Review Application & Resume
 - Have Job Description on hand
 - Be available 15 minutes in advance
 - Set aside at least 1 hour
 - Make sure the location is organized & quiet
 - Make every effort to assure interruptions do not occur
 - Have the Interview Evaluation Form
 - Have the set of standard interview questions



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Suggestive Question Topics

- Interview questions are based on the following areas:
- Work Experience
- Education & Training
- Job Knowledge
- Team Work
- Problem Solving/Analytical Skills



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Suggestive Question Topics

- Communication Skills
- Attendance/Punctuality
- Creativity and Innovation
- Motivation
- Goal Orientation



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Conducting The Interview

- Ask each applicant the same questions
 - open-ended questions work well
- Stay in control of the interview
- Encourage the applicant to talk
- Make mental notes on key items
- Make written notes on key items



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Conducting The Interview

- Ask questions
 - showing characteristics related to applicants ability to perform the job
- Listen
- Be honest
- Give applicant an opportunity to ask questions
- Give each applicant equal consideration



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When Conducting The Interview

- Avoid controversy
- Never interrupt an applicant
- Avoid putting applicant on the defensive
 - by arguing or displaying authority
- Don't jump to conclusions
- Do not leave applicant with any false impression
 - regarding duties, pay & advancement possibilities



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Interview Guidelines

- Introductions are made
- Interviewer's Opening Statement
- Questions should focus only on the candidate's ability to perform the job for which the candidate is applying.
- The Interview Question form should also include anticipated responses, scoring criteria, and space for the interviewer to record responses.



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Interview Questions

- **Work Experience**
 - Tell me about a job experience in which you had to speak up in order to be sure that other people knew what you thought or felt.



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Interview Questions

- **Education and Training**
 - What aspect of your training/education will help you on this job?
 - How would your education relate to this position?



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Interview Questions

- **Job Knowledge**
 - How is this job similar to your other job(s) as far as duties and responsibilities are concerned?
 - What did you do in your last job in order to be effective with your organization and planning?



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Interview Questions

- **Team Work**
 - What did you do in your last job to contribute toward a teamwork environment?
 - Describe how to monitor your progress and/or your team assignments in implementing a new program?



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Prohibited Questions

- What is your maiden name?
- Are you married?
- Do you have children?
- Are you pregnant?
- Do you plan to have other children?
- How old are you?
- Where were you born?



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Prohibited Questions

- What nationality is your name?
- Are you in good health?
- What medical conditions do you have?
- Do you go to church?
- Do you own your own car?
- Do you own your home?
- What clubs, lodges, societies etc. do you belong to?



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Prohibited Questions

- Do you have any physical disabilities?
- Where does your spouse work?
- Have you ever been arrested?
- Are you head of your household?
- How long have you been a resident of the U.S.?
- What holidays do you observe?



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Post-Interview Process

- Each member of the interview team tallies their scores
- The interview team meets
 - Applicants are discussed
- Reference checks
- Applicant with the highest score is recommended to be hired
- A meeting is set up to make the job offer
 - If the applicant accepts, start date is established



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Employment Processing

- Completing personnel and insurance forms
- New employee orientation



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Performance Appraisal

- Used as a guideline for supervisors, managers, and employees to use for evaluating the employees job performance
- Appraisal needs to be thorough, useful and constructive
- First review is at six months
 - The following reviews should be on an annual basis
- Merit Increases do not necessary come with the evaluation
 - Annual evaluations are one of the primary factors in awarding merit increases



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Reference Material

- Texas Workforce Commission
- Texas Department of Transportation
 - Human Resources Division
- NACD
 - District Operations Committee
- Texas State Soil and Water Conservation Board
 - Policies and Procedure Manual