



Texas State
Soil & Water
Conservation
Board



Employee Hiring Practices

Texas State Soil & Water Conservation Board





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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.



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Americans with Disabilities Act (ADA) of 1990

- Prohibits employment discrimination against individuals with disabilities and requires businesses and government entities to be accessible.



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Job Description

- Evaluate needs in the position
- Qualifications
- Salary



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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

- Application
- Resume
- Applicant Log
- Screening Applicants



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Pre-Interview Process Continued

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



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Interview Process

- Interview-Set up
 - Review Application & Resume
 - Have Job Description on hand
 - Allow at least 1 hour
 - Have the set of standard interview questions



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Suggestive Question Topics

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



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Conducting The Interview

- 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



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Conducting The Interview

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



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Some Prohibited Questions

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



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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"



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Employment Processing

- Completing personnel and insurance forms
- New employee orientation



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Performance Appraisal

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

Thank You



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