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## Getting Hired - Prospective Employees

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### New Hires and Temporary Hires

The hiring department will interface with the prospective hire regarding the effective hire date. Please use the checklist below to ensure that you are ready to begin working:

You have completed the University's Application for Employment. Please see details below to determine which type of application should be completed.

**New Hires (Staff)** - As the successful candidate, you should have completed an online application via the [PV PATH Online Application System](#), based on an advertised Staff job posting.

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**Temporary Hires** - Prospective temporary hires should have completed a online application via the [PV PATH Online Application System](#) and returned it to the hiring department. A job posting is not associated with temporary appointments. The application should be printed, signed and dated prior to returning it to the hiring department.

2

Background Check clearance obtained by hiring department. You should have completed the [Confidential Release Form](#), authorizing your hiring department to complete a background check.

Written offer of employment should be extended to you by the hiring department. All offers of employment are contingent upon the clearance of the background check. Your offer should include the following information:

3

- Position Title and Department
- Salary
- Anticipated Hire Date
- Duration of Employment (Temporary Hires only)
- Benefits Eligibility information

4

You have accepted the written offer by signing offer extended and returned the accepted offer to your hiring department.

5

Your department will contact you one to three days prior to your anticipated hire date to confirm your effective hire date.

You will be asked to attend New Employee Orientation on your first day of work by your hiring department.

6

The Office of Human Resources sends an email confirmation to your hiring department confirming your start date.

7

If you have had a break in employment at the University, you are considered a new hire.

8

Don't forget to bring identification for your [Form I-9](#) to show proof of eligibility to work in the United States. See [List of Acceptable I-9 documentation](#).

Please keep in contact with your hiring department regarding the status of your employment. Your hiring department is responsible for ensuring that all hiring steps (i.e., Background Check results, written offer of employment, etc.) are in place before you begin working. Your hiring department works directly with the Office of Human Resources to secure your effective hire date.

### Graduate Assistants (Non-Teaching, Teaching, & Research)

To be employed as a Graduate Assistant, the following criterias must be met:

- Must be enrolled in at least 6 credit hours per semester.

- University Faculty Positions Listing
- What's New in HR

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Office of Human Resources

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- Additionally, a Graduate Assistant may not be employed holding dual titles (i.e., Graduate Assistant and Research/Program Coordinator II), regardless of the percentage effort worked or to be worked.

The hiring department will interface with the prospective Graduate Assistant hire, regarding the effective hire date.

Graduate Assistants cannot work in excess of the percentage effort indicated below:

- 1
  - Graduate Assistants (Non-Teaching) - 88% effort, which equals 35 hours/week
  - Graduate Assistants (Research & Teaching) - 50%, which equals 20 hours/week

Prospective Graduate Assistants should have completed an online application via the [PV PATH Online Application System](#). The application should be printed, signed and dated before returning it to the hiring department. Note: A job posting is not associated with Graduate Assistant appointments.

- 3 Background Check clearance obtained by hiring department. You should have completed the [Confidential Release Form](#), which authorizes your hiring department to complete a background check.

Written offer of employment should be extended to you by the hiring department. All offers of employment are contingent upon clearance of the background check. Your offer letter should include the following information:

- 4
  - Position title and department
  - Salary
  - Anticipated hire date
  - Duration of appointment
  - Benefits eligibility information

5 You have accepted the written offer by signing offer extended and returned the accepted offer to your hiring department.

6 Your department will contact you one to three days before your anticipated hire date to confirm your effective hire date.

7 You will be asked to attend New Employee Orientation on your first day of work by your hiring department. The Office of Human Resources sends an email confirmation to your hiring department confirming your start date.

8 If you have had a break in employment at the university, you are considered a new hire.

Please keep in contact with your hiring department regarding the status of your employment. Your hiring department is responsible for ensuring that all hiring steps (i.e., Background Check results, written offer of employment, etc.) are in place before you begin working. Your hiring department works directly with the Office of Human Resources to secure your effective hire date.

### Tenure-Track, Non-Tenure and Adjunct Faculty

You have completed the University's Application for Employment. Please see details below to determine which type of application should be completed.

**Faculty (Tenure-Track)** - As the successful candidate, you should have already completed a hard copy faculty application packet based on an advertised faculty job posting. Faculty applications may not be submitted online. Please see [Faculty Application](#).

1

**Faculty (Non-Tenure and Adjunct)** - Prospective hire should have completed a hard copy faculty application and returned it to your hiring department. Faculty applications may not be submitted online. Vitaes should be attached to your [Faculty Application](#).

- 2 Background Check clearance obtained by hiring department. You should have completed the [Confidential Release Form](#), authorizing your hiring department to complete a background check.

Written offer of employment should be extended to you by the hiring department. All offers of employment are contingent upon the clearance of the background check. Your offer letter should include the following information:

- 3
  - Position Title and Department
  - Type of appointment (Tenure-Track or Non-Tenure)
  - Salary
  - Anticipated hire date
  - Benefits eligibility information

**Note: Memorandum of appointment, also known as a Faculty Contract, is a separate document**

**from the written offer of employment.**

**4** You have accepted the written offer by signing the offer extended and returned accepted offer to your hiring department.

**5** Your department will contact you one to three days prior to your anticipated hire date, to confirm your effective hire date.

You will be asked to attend New Employee Orientation on your first day of work by your hiring department. The Office of Human Resources sends email confirmation to your hiring department confirming your start date.

**7** Don't forget to bring identification for your Form I-9, to show proof of eligibility to work in the United States. See the [List of Acceptable I-9 Documentation](#).

**8** Don't forget to have official transcripts on hand to provide to your hiring department, as this is required by the Office of Academic Affairs. Official transcripts are to be provided directly to your hiring department so that they may be routed to the Office of Academic Affairs.

Please keep in contact with your hiring department regarding the status of your employment. Your hiring department is responsible for ensuring that all hiring steps (i.e., Background Check results, written offer of employment, etc.) are in place before you begin working. Your hiring department works directly with the Office of Human Resources to secure your effective hire date.

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P.O. Box 519 - Prairie View, Texas - 77446-0519  
FM 1098 Rd & University Dr, Prairie View, TX 77446  
University Operator: (936) 261-3311  
Best viewed with Netscape 6 or Internet Explorer 6