

Search Committee Member PeopleAdmin User Guide

This guide is intended to assist with access reviewing applications, requesting interview approval, and preparing the hiring matrix.



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Access to PeopleAdmin

How to log into PeopleAdmin

Step 1. Open your browser and go to <https://jobs.hr.txstate.edu/hr> to login.

Step 2. Click on “Click here to login with you Texas State ID.” or SSO Authentication.

Texas State University

[Click here to login with your Texas State ID.](#)

Guest User Login ONLY

Log In

[Authenticate with single sign-on? SSO Authentication](#)

How to log into PeopleAdmin

Step 3. User will be redirected to the Texas State PeopleAdmin 7 login screen.

Step 4. Sign in using your Texas State University username and password.

Please note that you will be logged out of the system after 60 minutes of inactivity.

TEXAS STATE®

**Login to PeopleAdmin 7
Texas State University**

NetID

Password

Login

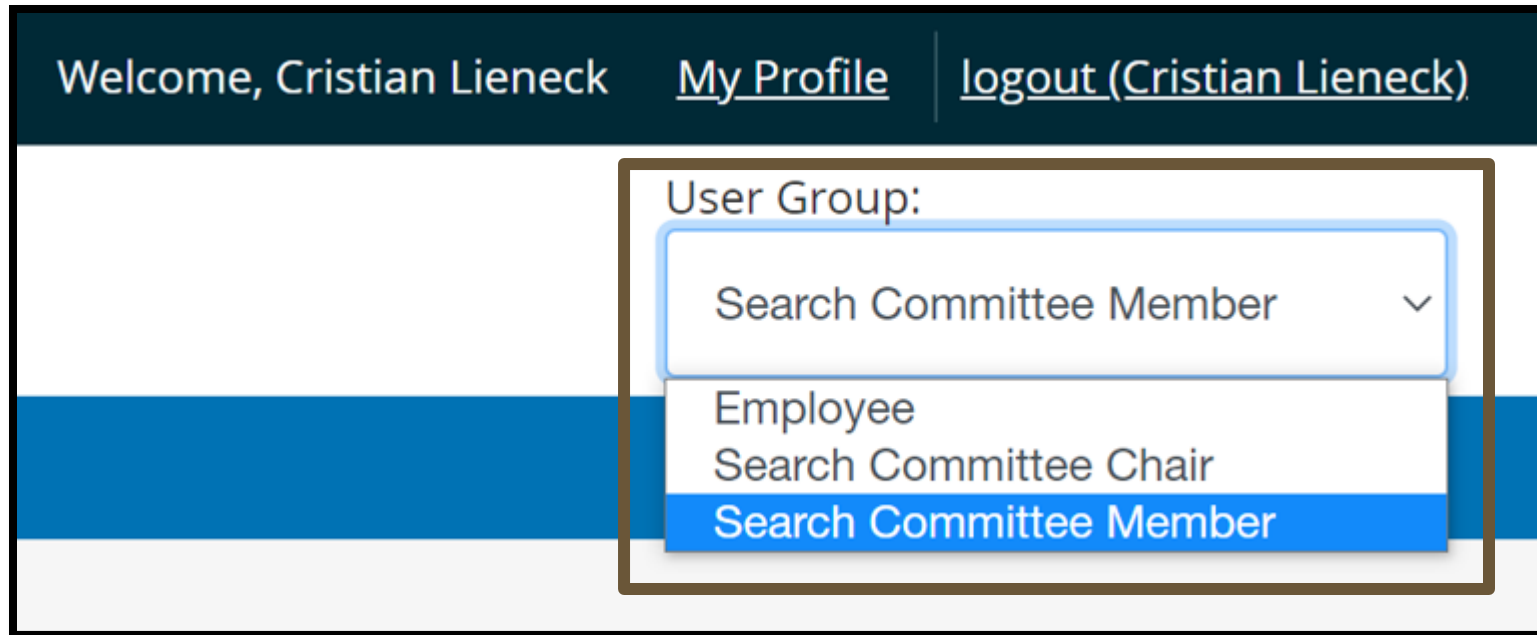
[> Forgot your password?](#)
[> Activate your NetID](#)

PeopleAdmin 7 Texas State
University

Use of computer and network facilities owned or operated by Texas State University requires prior authorization. Unauthorized access is prohibited. Usage may be subject to security testing and monitoring, and affords no privacy guarantees or expectations except as otherwise provided by applicable privacy laws. Abuse is subject to criminal prosecution. Use of these facilities implies agreement to comply with the policies of Texas State University.

Changing the User Group

User group Selection: Use the drop-down menu to toggle between user groups.

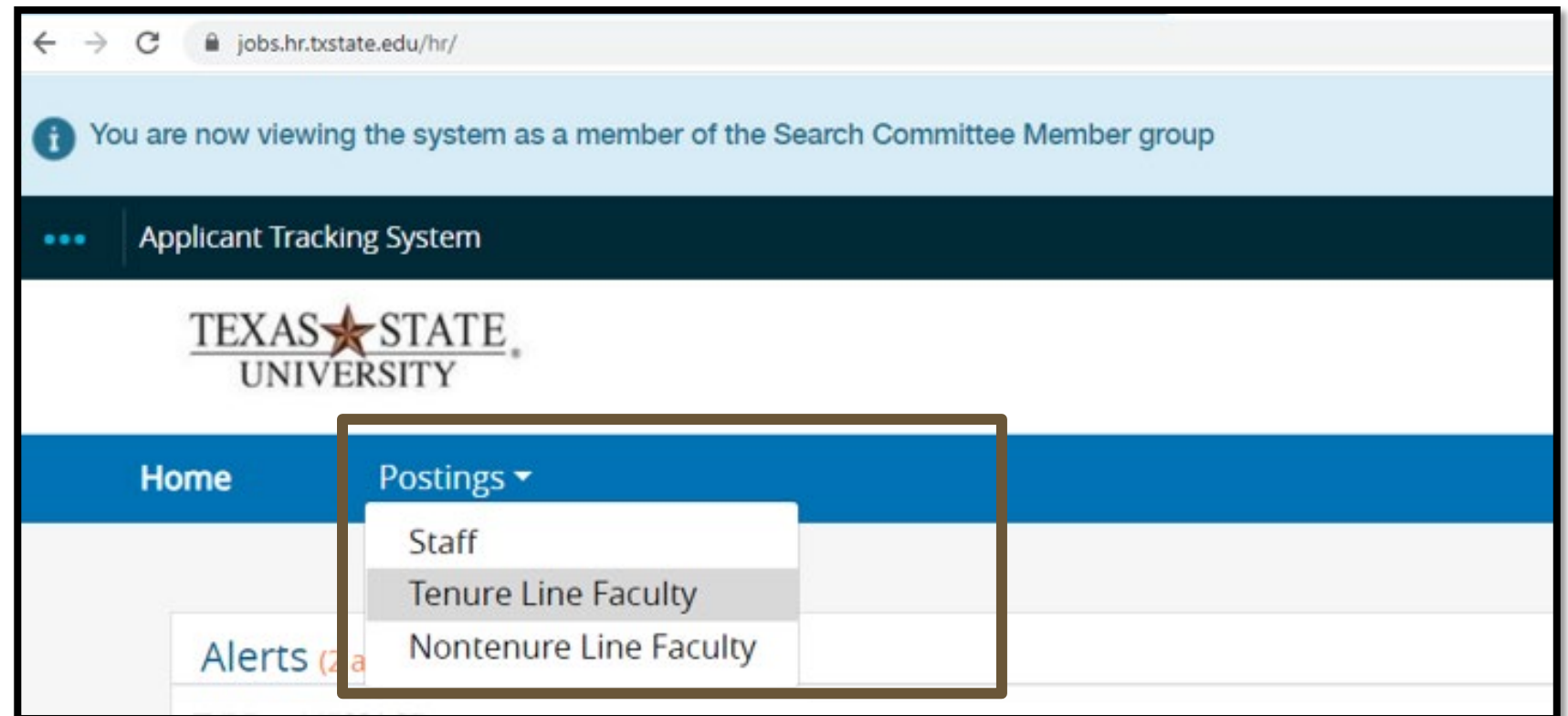


Applicant Reviewer

Applicant Reviewer

The Search Committee Applicant Reviewer feature is designed to allow you to view the applications and applicant documents associated with a posting and move the applicants through the applicant workflow states in the applicant review process. Search committee members are assigned to a posting when the posting is created.

Step 1: Click the **Postings** tab located in the blue bar and select the appropriate position type (**Tenure Line Faculty** or **Nontenure Line Faculty**) from the drop-down menu.



Step 2: Locate the posting, select **Actions** and **View Applicants**.

Faculty Postings ×

"Faculty Postings" 3 Selected records 0 × Clear selection? Actions ▼

<input type="checkbox"/>	Job Posting Number	Position Title	College	Department	Proposed Area of Expertise	Review Date	Close Date	Faculty member being replaced	Active Applications	Workflow State	(Actions)
<input type="checkbox"/>	202030FAC	Assistant Professor	College of Liberal Arts	Political Science (50000109)	Law	11/15/2019		Vicki Brittain (50021902)	0	Closed - No Hire	Actions ▼
<input type="checkbox"/>	202125FAC	Open Rank, Faculty of Practice and Texas Certified Public Manager, Director	College of Liberal Arts	Political Science (50000109)	Public Administration	12/04/2020		New (50038457)	0	Filled	Actions ▼
<input type="checkbox"/>	20223TTL	Assistant Professor	College of Liberal Arts	Political Science (50000109)	Law	08/15/2021		Cynthia Opheim (50009188)	5	Posted	Actions ▼

GENERAL

[View Posting](#)

[View Applicants](#)

Watch

SHARING

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Step 3: Select **Actions** and **View Application**. The required and/or optional applicant documents can be viewed at the bottom of the application or under the **Documents** tab.

Step 4: To view the PDF version of the application and documents, click the **Generate** link located under the **Combined Document** column. Once the PDF opens, you can view, save, and print the document.

<input type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Veterans Preference Verified	Posting Number	Application Date	Combined Document	Document Conversion Status	Actions
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review by SCC			20223TTL	June 02, 2021 at 04:34 PM	Generate	✓	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review by SCC			20223TTL	June 04, 2021 at 03:10 PM	Generate	✓	GENERAL View Application
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review by SCC			20223TTL	June 06, 2021 at 11:44 PM	Generate	✓	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review by SCC			20223TTL	June 07, 2021 at 01:35 PM	Generate	✓	Actions ▾
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review by SCC			20223TTL	June 07, 2021 at 05:28 PM	Generate	✓	Actions ▾

To View Applicants' Materials Collectively: The system allows committee members to select multiple applicants at one time to download and review as one PDF. You have the option to select, for review, specific documents or all documents for the applicants selected.

Step 1: Select the applicants to review by checking the **Boxes** next to the applicant's names.

Step 2: Select the **Actions** button and click **Download Applications as PDF**.

The screenshot shows a web application interface with a table of applicants. At the top, there are search and selection controls: "Ad hoc Search" with a count of 5, "Save this search?", "Selected records" with a count of 5, and "Clear selection?". On the right, there is a red "Actions" button with a dropdown arrow. The table has columns for "Last Name", "First Name", "Workflow State (Internal)", "Workflow State Entrance Reason", "Veterans Preference Verified", "Posting Number", "Application Date", and "Combined Documents". Five rows of applicant data are visible, each with a blue checkmark in the first column. A brown box highlights these checkmarks. The "Actions" dropdown menu is open, showing options under "GENERAL" (Review Screening, Question Answers, Download Screening, Question Answers, Export results) and "BULK" (Download Applications as PDF, Create Document PDF per Applicant). A brown box highlights the "Download Applications as PDF" option.

	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Veterans Preference Verified	Posting Number	Application Date	Combined Documents
<input checked="" type="checkbox"/>			Under Review by SCC			20223TTL	June 02, 2021 at 04:34 PM	General...
<input checked="" type="checkbox"/>			Under Review by SCC			20223TTL	June 04, 2021 at 03:10 PM	General...
<input checked="" type="checkbox"/>			Under Review by SCC			20223TTL	June 06, 2021 at 11:44 PM	General...
<input checked="" type="checkbox"/>			Under Review by SCC			20223TTL	June 07, 2021 at 01:35 PM	General...
<input checked="" type="checkbox"/>			Under Review by SCC			20223TTL	June 07, 2021 at 05:28 PM	General...

Step 3: Select the document type(s) to view and click **Submit**.

- The committee member can download the **Application and All Documents** or specific documents provided by the applicant.

Step 4: The system will create a PDF containing all the documents selected.

Select the document type(s) to use.

Application and All Documents

Only These Document Types

- Application Data
- Cover Letter
- Curriculum Vitae
- Unofficial Transcripts (all in one document)
- Samples of Scholarly Work/Research
- Syllabi
- Evidence of Teaching Experience/Evaluations
- Evidence of Teaching Effectiveness
- DD 214/DD1300
- Veteran's Preference
- Resume
- Letter of Recommendation #1
- Media File
- Portfolio
- Licensure
- Certifications
- Letter of Recommendation #2
- Letter of Recommendation #3
- Other Required Documents
- List of References

How to Use the Hiring Matrix Tool

Hiring Matrix

The hiring matrix tool is **required** for all faculty searches. This tool ensures the hiring selection decisions are made only on lawful, job-related, and non-discriminatory criteria, thus providing Equal Employment Opportunity to all applicants. The search committee should design the matrix categories to correspond to the required and preferred qualifications stipulated in the posting.

Sample hiring matrix templates can be found in the Faculty Recruitment Toolbox located under the Search Committee Resources – [Hiring Matrix Tool](#).

Step 1. After downloading the template, begin filling out the hiring matrix by entering the job title and job number at the top of the matrix. The posting number is assigned once the search is approved by Faculty and Academic Resources in the online recruitment system.

Posting Information	
Position Title	Professor in Mechanical Engineering
Job Posting Number	202116FAC
Job Location	San Marcos
Department	Ingram School of Engineering

Job Title: Professor in Mechanical Engineering Job Number: 202116FAC												
Required Qualifications (A "0" or "No" here eliminates applicant from further consideration)												
	Verified	Qualifications										

Step 2. Use the blank column headers to list the required qualifications and preferred qualifications. The qualifications should match the job posting exactly. Do not add criteria that does not appear in the posting or leave any qualification(s) out.

Required Qualifications	<ul style="list-style-type: none"> • An earned doctorate in mechanical engineering or a closely related discipline. • Meet the relevant requirements of ISoE, College of Science and Engineering, the University and the TSUS Board of Regents to be tenured at the rank of professor. • Demonstrated experience in undergraduate and/or graduate curriculum development and ABET accreditation. • Demonstrated commitment to diversity.
Preferred Qualifications	<ul style="list-style-type: none"> • Demonstrated record of discipline specific research publications in internationally recognized journals and conferences. • Demonstrated experience in securing externally funded grants and contracts. • Evidence of excellence in teaching at the undergraduate level. • Industry experience and/or Professional Engineering licensure. • Demonstrated experience with one or more of the following digital tools/technologies: internet of things, big data and analytics, engineering simulation, additive manufacturing, robotics, artificial intelligence and/or cybersecurity.

Required Qualifications (A "0" or "No" here eliminates applicant from				Preferred Qualifications		
An earned doctorate in mechanical engineering or a closely related discipline.	Required Qualification #2	Required Qualification #3	Required Qualification #4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	Preferred Qualifications #2	Preferred Qualifications #3
1	1	1	1	1	1	1

Step 3. Below the qualifications, indicate the scoring range for each qualification [yes(1)/no(0), 0-5, 0-10, etc.]

Job Title: Professor in Mechanical Engineering											
Job Number: 202116FAC											
			Required Qualifications (A "0" or "No" here eliminates applicant from				Preferred Qualifications				
	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Required Qualification #2	Required Qualification #3	Required Qualification #4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	Preferred Qualifications #2	Preferred Qualifications #3	P4	P5
Applicants Name	Y/N	Y/N	Yes/No or 0-X	Yes/No or 0-X	Yes/No or 0-X	Yes/No or 0-X	0-X	0-X	0-X	0-X	0-X

Step 4. Enter the names of all applicants, even those who have withdrawn or submitted incomplete applications. You are not required to evaluate these applicants; however, you need to indicate on the matrix why they were not scored. You can do this in the ‘Notes’ column on the far right of the matrix (e.g., withdrawn, late, or incomplete application).

		Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Meet the relevant requirements to be tenured at the rank of professor	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score	Total Application Screening Score	Notes:
No.	Applicants Name	Y/N	Y/N	Yes/No	Yes/No	0-10	0-5	0-15	0-5	0-10	0-15	0-5		Y/N	20	20		
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 5. Applicants must be screened based on the application materials provided as part of their application.

**Application
Procedures**

The following documentation must be included in the application.

- 1) Cover letter
- 2) Curriculum vitae
 - a) Professional registration status
 - b) List of professional and post-doctoral employments
 - c) List of published peer-reviewed articles
 - d) List of funded research proposals, with funding amount and funding agency
 - e) List of courses taught as the Instructor of Record
- 3) Statements of research interests
- 4) Statements of teaching interests
- 5) List of three references

Step 6. When scoring applicants on the matrix, each column should indicate whether the applicant meets the specified qualification.

No.	Applicants Name	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Meet the relevant requirements to be tenured at the rank of professor	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score	Total Application Screening Score	Notes:
		Y/N	Y/N	Yes/No	Yes/No	0-10	0-5	0-15	0-5	0-10	0-15	0-5	Y/N	20	20	Score		
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

- If the applicant meets the qualification, indicate YES or a score within the scoring range [0-5, 0-10, etc.]
- If the applicant does not meet the qualification, indicate NO or zero [0].
 - Once you reach a required qualification that is not met, you may stop scoring the applicant.
 - For applicants who are missing at least one required qualification, mark them with an ‘N’ in the “Does Not Meet Required Qualifications” column.

No.	Applicants Name	Veteran's Preference	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Meet the relevant requirements to be tenured at the rank of professor	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score	Total Application Screening Score	Notes:
		Y/N	Y/N	Yes/No	Yes/No	0-10	0-5	0-15	0-5	0-10	0-15	0-5	Score	Y/N	20	20	Score	
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaion - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaion - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 7. If any applicants qualify for Veteran’s Preference, mark that in the “Veteran’s Preference Verified” column.

According to Chapter 657 of the Texas Government Code, individuals who qualify for veteran’s preference are entitled to preference in employment with the University over other applicants who do not have greater qualifications.

<input type="checkbox"/>	Last Name	First Name	Workflow State (Internal)	Workflow State Entrance Reason	Do you wish to claim Veteran's Preference?	Veterans Preference Verified
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	Yes
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	No
<input type="checkbox"/>	[REDACTED]	[REDACTED]	Under Review		Yes	No

No.	Applicants Name	Veteran's Preference Verified	Meets Required Qualifications
1	Lyndi Wittekiend	N	N
2	Beth Koen	Y	Y
3	Candice Satchell	N	Y
4	Cindy Waggoner	N	Y
5	Elizabeth Mello	N	N
6	Tammy Sharp	Y	N

Veteran's Preference

- If the total number of individuals interviewed for the position is six or fewer, the state agency is required to interview at least one individual qualified for veteran's employment preference.
- If the total number of individuals interviewed for the position is more than six, the state agency is required to interview at least 20% of total applicants that qualify for veteran's employment preference.
- If the applicant pool does not have any applicants who self-identify as eligible for Veteran's Preference, this interview requirement does not apply.

No.	Applicants Name	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Meet the relevant requirements to be tenured at the rank of professor	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score	Total Application Screening Score	Notes:
		Y/N	Y/N	Yes/No	Yes/No	0-10	0-5	0-15	0-5	0-10	0-15	0-5	Y/N	20	20	Score		
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 8. For positions listed as ‘Open Until Filled’, the committee should set the full consideration date. All applicants must be reviewed and included in the matrix, no matter their application date.

No.	Applicants Name	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline.	Meet the relevant requirements to be tenured at the rank of professor	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score	Total Application Screening Score	Notes:
		Y/N	Y/N	Yes/No	Yes/No	0-10	0-5	0-15	0-5	0-10	0-15	0-5	Y/N	20	20	Score		
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined un
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Recommended for Interview
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20		85	Recommended for Interview
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at t
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Step 9. After screening each applicant, calculate the applicant's required and preferred scores to determine the top candidates.

- Only applicants that meet the minimum requirements should be interviewed.

Instructions for moving the applicants to the appropriate workflow can be found in the Faculty Recruitment Toolbox under the Search Committee Resources – [Applicant Workflow Status](#).

Step 10. At the conclusion of the final interviews, the search committee should meet to determine which candidates, if any, to recommend for hire. The search committee may choose to provide rankings, strengths and weaknesses, determination of acceptable and unacceptable candidates, and other types of feedback in its recommendation. The search committee chair forwards the recommendation to the department chair or school director.

After discussion with the chair or director, the dean will review the recommendations. If dean concurs with the recommendation, he or she will submit the salary recommendation and start-up request, if applicable, to the Division of Research for approval. With dean and associate provost approval, the chair or director may begin formal negotiations. *Please review the [Faculty Compensation and Faculty Hiring Guidelines](#) on Faculty and Academic Resources - [Faculty Hiring and Retention](#).*

Step 11. The search committee chair is responsible for preparing the final hiring matrix and changing applicants to the appropriate state in the online system.

- Applicants who do not meet qualifications or who are eliminated during the review process should be designated as “Not Hired” with the most appropriate reason for non-selection (e.g., Does Not Meet Required Qualification–Degree, Incomplete Application, Low Matrix Score, Declined Interview).
- Applicants who were interviewed should be moved appropriately (e.g., Interviewed – Not Selected, Recommended for Hire).

Preparing the Final Matrix

- Add the final interview scores, rankings, or acceptable/unacceptable to the ‘Interview’ column.
- Update the ‘Notes’ column to reflect applicants’ outcome (e.g., Selected for Hire, Interviewed – Declined Offer, Interviewed – Not Selected, Low Matrix Score, Does Not Meet Qualifications)
- If posting was listed as Open Until Filled, all applicants must be reviewed and included on the matrix, no matter their application date.

No.	Applicants Name	Veteran's Preference Verified	Meets Required Qualifications	An earned doctorate in mechanical engineering or a closely related discipline. Yes/No	Meet the relevant requirements to be tenured at the rank of professor Yes/No	R3	R4	Demonstrated record of discipline specific research publications in internationally recognized journals and conferences 0-15	P2	P3	P4	P5	Total Application Screening Score	Veteran Interviewed	Preliminary Interview Score	Interview Score (Ranking/Unacceptable/Acceptable)	Total Application Screening Score	Notes:
		Y/N	Y/N											20	20			
1	Lyndi Wittekiend	N	N										0				0	Withdrawn
2	Beth Koen	Y	Y	Yes	Yes	5.00	5.00	5.00	5.00	5.00	5.00	5.00	35	YES	5		40	Preliminary Interview Conducted - Determined unacceptable by Committee
3	Candice Satchell	N	Y	Yes	Yes	5.00	5.00	10.00	5.00	10.00	15.00	5.00	55		10		65	Alternate #1 - Not Interviewed
4	Cindy Waggoner	N	Y	Yes	Yes	10.00	5.00	15.00	5.00	10.00	15.00	5.00	65		20	15	100	Interviewed - Selected for Hire
5	Elizabeth Mello	N	N	Yes	No								0				0	Does not meet required qualificaiton - Tenured at the rank of professor
6	Tammy Sharp	Y	N	No									0				0	Does not meet required qualificaiton - Education/Degree
7	Nicholas Schellman	N	N										0				0	Incomplete Application

Additional Notes on Reviewing Applicants

1. All applicants (even those who are withdrawn or submitted incomplete applications) are listed on the hiring matrix.
2. All protected veterans are marked on the matrix (and if there are any who are minimally qualified, that at least one was given an interview).
3. The required and preferred qualifications listed match the job posting (nothing missing, nothing added that wasn't listed in the posting).
4. For those candidates who are marked on the matrix as “Does Not Meet Minimum Requirements,” at least one qualification must be marked on the matrix as not met.

For assistance, please contact Talent Acquisition at 512.245.2557 or talent@txstate.edu.

