



FEBRUARY 2024 Q&As

TEXAS STATE
HUMAN RESOURCES

Q: Is Bobcat Build included in the new volunteer workflow process?

A: Yes, if Bobcat Build includes individuals who are not currently enrolled students, faculty, or staff at Texas State, such as members of the community or those not affiliated with the university, then they would need to go through the volunteer workflow process.

Q: Will access to the job description site be granted to those who need to determine training requirements based on job functions across campus?

A: Yes, they will follow a process similar to staff and faculty, where volunteer program coordinators will identify positions needing specific training and then add that training to those positions through a standardized form.

Q: What is the timeline for when the hiring matrix update will be completed?

A: We're currently working on the guides and expect to have them completed around mid-March.

Q: Who would be the best person to contact with questions regarding the volunteer program and people admin?

A: The best person to contact with questions about the volunteer program and PeopleAdmin is HR@txstate.edu. Your email will be directed to the appropriate person to address your inquiry.

Q: What will be the turnaround time for the automated reference check?

A: The turnaround time for the automated reference check is uncertain at the moment as we're still discussing the specifics with PeopleAdmin.



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Q: Is there anything available or a specific contact for the PeopleAdmin processes that is replacing the hiring matrix?

A: For information on the PeopleAdmin processes replacing the hiring matrix, reach out to our Talent Acquisition team at talent@txstate.edu. They're preparing guides to assist with this transition.

Q: Can postdoctoral scholars apply for 10-year line faculty positions?

A: Yes, current postdoctoral scholars can apply for 10-year line faculty positions if they meet the criteria. There's no restriction preventing them from applying.

Q: Regarding the Instructional Title Series, if lectures and senior lectures choose to opt out as you mentioned, does that mean they cannot be considered for promotion?

A: Yes, that title would not be eligible for promotion. During this transition period, if someone chooses not to opt in, they would need to apply through PeopleAdmin or a similar process in the future to become eligible for promotion.

Q: Is it possible to have a document outlining the step-by-step process for remote document verification, including the file transfer steps?

A: The Talent Acquisition team is working on this document and hopes to have it available soon.



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Q: How can we get more information on JobElephant?

A: Please email the Talent Acquisition team at talent@txstate.edu for more information about the integration.

Q: Is registration for Coffee with the CFO still open?

A: There is currently a waiting list, but you can still RSVP. There will be more events in the future.

Q: With so many changes in the hiring process, do you have an updated manual and/or resources that can walk a hiring manager through the entire process from start to finish?

A: Yes, we are currently working on updating all of our user guides and hiring resources.

Q: Is the Let's Taco 'Bout How Great You Are! Employee Appreciation Event for staff and faculty only, or can student employees attend as well?

A: Student employees can attend. Supplies are limited, so arrive early if possible.



Presentation slides and video recordings are available on the [HR Connections Resources website!](#)