HR Staffing Specialist FAQ

1. Question: If I am a current STC employee, do I still need to submit a new application packet for a position I may be applying for?

Answer: Yes. All applicants, even current employees, must submit one application packet per position applying for. This includes letter of intent, resume and references. The only item we can supply is copies of. Please keep in mind that HR may not have your most updated transcripts on file. We highly recommend you attach copies!

2. Question: If the position I applied for is still posted on the website, does this mean that the position is still vacant (open)?

Answer: Yes. Once the position is filled or closed, it is removed from the website.

3. Question: What is the “DPS Computerized Criminal History (CCH) Verification” form? Why do I need to fill it out?

Answer: The “DPS Computerized Criminal History (CCH) Verification” form is a new form enacted by the Texas Department of Public Safety – Crimes Division which allows South Texas College to conduct Texas Background Checks on all new and potential hires, including work study applicants. It is a requirement by TXDPS that every applicant must sign the form giving authorization to perform a Texas Background check.

4. Question: Why is it that when I call about the status of my application, I can only know whether my application is “processed as complete”?

Answer: All benefit-eligible vacancies for South Texas College must undergo the search committee process, as per HR policy, which includes a statement of confidentiality. The search committee members must abide by confidential practices until the search has ended. For more information on the search committee process, please refer to the STC Hiring Manual in our Forms & Policies section of our HR homepage.

5. Question: It’s been over a year and the position I applied for is still posted on the HR website. Do I need to re-submit an application?

Answer: No. Once an application is submitted for a specific job code, that application will be in consideration until the position is closed or the vacancy is filled. Duplicate applications are not necessary.

6. Question: What does it mean by “official” transcripts?

Answer: “Official” transcripts submitted to South Texas College must be mailed directly from the institution or college that is sending them. Transcripts that are “issued to student” in a sealed envelope are not considered “official”. “Official” transcripts are only required of you have been made an offer of employment.

7. Question: I’m interested in part-time teaching (Adjunct). What is the process for applying?
Applications for Adjunct (part-time teaching) are accepted year round and are kept on file for up to one year. If you are interested in part-time teaching, please submit a complete “faculty” application packet and indicate the area of study you are interested in teaching.

8. Question: I submitted a personnel requisition; how long before it is advertised?

Answer: All signature approvals for personnel requisitions must be obtained before the position is advertised in the local newspaper. The deadline to submit an ad for our local paper is every Wednesday at 3:00 pm for the following Sunday issue.

9. Question: I need to hire a direct-wage employee; what do I need to submit?

Answer: For every new hire direct wage employee, you must submit a complete application (STC application, letter of intent, resume, references and copies of transcripts), a complete NOE with approval signatures and 3 reference checks.

10. Question: I submitted a direct wage hire packet a week ago. How long before the applicant can attend new-hire orientation?

Answer: The NOE must receive funding approval prior to the applicant starting their assignment; therefore, the supervisor will not be notified to send the applicant in for orientation until all approvals are received. This will help deter any problems that may occur when payroll is being finalized.