Guidelines for Internal Recruiting of UT Austin IT Employees

The university information technology workforce is comprised of many talented people who provide valuable and much needed service to the campus. This is underscored when the best person for an open position is someone who already works at UT Austin. These employees provide experience as well as fresh ideas to the departments that hire them. The other side, however, is the disruption and loss of organizational knowledge that occurs in the departments that lose them. While this document addresses departmental best practices, as a courtesy, prospective employees should advise their supervisor that there is an open position which they are interested in or may be recruited for.

In that UT Austin is really one employer, below are the guidelines departments should consider:

- When evaluating whether to hire someone from another unit, ask that employee's supervisor for information on the employee's overall performance, and consider this input prior to making a decision to extend an offer. This information may include copies of past performance appraisals. See the HRS website (http://www.utexas.edu/hr/manager/hiring/references.html) for additional information.
- Ensure that salary offers are reasonable for the scope of work in the department in relation to similar work across campus. Inflated salary offers result in bidding wars that drive up overall wage costs and can impact the integrity of the university's pay plan. As a recommended best practice, the losing department may make one counteroffer if they wish to retain the employee; the receiving department should hold firm to its offer. Then the employee may choose.
- In addition to negotiating a reasonable start date with the employee, also coordinate with the employee's supervisor to ensure that projects critical to university operations are appropriately transitioned to other personnel. If needed by the losing department, arrange for the employee to provide a reasonable level of assistance after the transfer. Part of this coordination should also include the transition of HRMS assignments to avoid overpayments and/or disruptions to the employee's paycheck.

Finally, please refrain from recruiting multiple key personnel from within the same unit without coordination with your dean or vice president.

Guidelines developed by Human Resources Services and endorsed by the Business Services Committee, IT Architecture and Infrastructure Committee and Operational IT Committee.

Guidelines endorsed by the Strategic Information Technology Accountability Board on September 26, 2011.