

# Tennessee Tech University

## Checklist for Clerical & Support Personnel Appointment

### Step 1

**Approval to Advertise and Fill Position.** A request to advertise and fill a particular position should be initiated in the department where the vacancy exists. Approval Flow: Director/Department Chair, Dean/Administrative Officer, VP, HR (initial review), Affirmative Action, HR (final review/posting). Request should be initiated on <https://jobs.tntech.edu/hr>. Needed information: Position Title, department, index number, position number, type of position (full-time, part-time, etc), essential functions, qualifications (minimum required and preferred), required applicant documents (cover letter, CV, transcripts, teaching philosophy, etc), advertising plan detailing how the position will be advertised including circulation and distribution, and search committee members. An abbreviated newspaper ad version of the position must be electronically uploaded to the system if the ad is to be placed in the paper (placing newspaper ads is optional). Departments are responsible for placing newspaper advertisements after they receive an approved copy of the request to advertise and fill the position. All Clerical & Support positions must be advertised for a minimum of 10 calendar days.

### Step 2

**Search Committee.** A search committee is not required for filling clerical and support positions. Exercise departmental discretion.

### Step 3

**Interview Approval.** After the application deadline has passed, Human Resources will forward qualified applicants to the department. The search committee will evaluate the applications and document the assessments on a matrix form. A memo requesting permission to interview the top candidates must be sent to the Affirmative Action Officer via the Department Chair or Dean. This approval process requires that the evaluation matrix and any written justification for the choice of interviewees be included. *Applicant materials submitted online should not be sent in paper copy.* The matrix and all ad copy must be electronically uploaded to the online system.

### Step 4

**Permission to Hire.** Once interviews have been conducted and a successful candidate has been selected, a memo requesting approval to hire the candidate of choice should be submitted to the Human Resources Director, via the Affirmative Action Officer, Vice-President, and Department Chair / Dean. This memo should be accompanied by: 1) Completed PAF (Personnel Action Form) and 2) all other related paper copies of votes (if applicable), copies of applicants' interview tests, etc. *Applicant materials submitted online should not be sent in paper copy.* The matrix and all ad copy must be electronically uploaded to the online system.

### Step 5

**Making an Offer.** No commitment can be made, nor can any position be offered to a candidate until all approvals have been granted. Once approvals have been granted and the position can be officially offered, a representative from Human Resources will notify the department of the approval to hire.

### Step 6

**Notification of Applicants.** A representative from the Human Resources office will notify all applicants via email when the position has been filled.