

## Tennessee Tech University Checklist for Clerical and 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), skill level, required applicant documents (cover letter, resume, transcripts, etc), advertising plan detailing how the position will be advertised including circulation and distribution, and copies of any tests and answer sheets that will be administered during the interview process (if applicable). An abbreviated newspaper ad version of the position must be electronically uploaded to the system if the ad is to be placed in the newspaper (placing newspaper ads is optional). All clerical and support positions must be advertised for a minimum of 10 calendar days. Departments are responsible for placing newspaper advertisements after they receive an approved copy from Human Resources.

### 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 deadline date has passed, Human Resources will do an initial review of applicants. Departments will be notified that they can now begin their review. After reviewing all candidate applications, resumes, etc., the search committee chair / supervisor will choose those applicants they wish to interview, and note why other candidates were not chosen for interview. This information is input into *jobs@TTU*, by changing the applicant's status to Selected for Interview. The matrix and all ad copy (actual ad that ran with the name of the publication and the dates the ad ran) must be electronically uploaded to the position on *jobs@TTU* under Supplemental Documentation in the appropriately designated space. The hiring department must then submit a request for pool and interview approval via email to the Dean/Administrative Officer and the Affirmative Action officer. This approval process requires that the evaluation matrix and any justification for the choice of interviewees be included. See *Employment Procedures for a sample email*. Approvals to begin interviews will be sent via email from the Affirmative Action Officer or their designee. The department will notify, schedule, and perform interviews.

### Step 4

**Permission to Hire.** Once interviews have been conducted and a candidate has been recommended for hire by the search committee, a completed PAF (Personnel Action Form) should be submitted to the Human Resources Director, via the Affirmative Action Officer, Department Chair, and Dean/Administrative Officer. Any other documentation involved in the search must be electronically uploaded to the posting on *jobs@TTU* website.

### 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 by email.

### Step 6

**Notification of Applicants.** A representative from the Human Resources office will notify all applicants via email that the position has been filled after successful completion of the background investigation.