

Tennessee Technological University
Checklist for Administrative Personnel Appointments
{Print this Checklist, check (√) tasks as completed, and submit with final paperwork.}

STEP 1

Approval to Advertise and Fill Position. A memo requesting approval to advertise and fill a particular position should be initiated in the department where the vacancy exists. Signatures required: Department Chair or Director, Dean, Vice-President, Affirmative Action Officer, Human Resources Director. The manager of classification/compensation will review the position to ensure proper classification and compliance with the Fair Labor Standards Act before advertising. Memo should be accompanied by: **1) a position summary** [position title, department, account number, position number, nature of the position {full or part-time, etc.}, qualifications {required & preferred}, essential functions, salary information, application procedure, and application deadline or screening date]; **2) an advertising plan** detailing how the position will be advertised, including circulation and distribution. A shortened newspaper ad version of the position description must be included. All administrative positions must be advertised for a minimum of 30 calendar days.

STEP 2

Search Committee. Circle one (yes/no). A search committee shall assist in the search for all EEO-1 & 2 administrative positions (optional for EEO-3). The appropriate administrative or academic officer, after consultation with the constituency involved, shall appoint a representative search committee. In all cases, it is desirable that the committee have both female and minority representation.

STEP 3

Pool and Interview Approval. After the screening/application deadline has passed and the search committee has evaluated the applicants, a memo requesting approval of the applicant pool and permission to interview selected candidates must be sent to the Affirmative Action Officer via the Department Chair/Dean. This approval process requires that the evaluation matrix form, all applicant files, and any written justification for the choice of interviewees be included.

STEP 4

Permission to Hire. Once interviews have been conducted and a candidate has been recommended for hire by the search committee, a memo requesting approval to hire the candidate of choice and supporting documentation 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), 2) Verification of Affirmative Action Data for Appointment form, 3) all applicant files, 4) all other related paperwork**-paper copies of votes (if applicable), etc., and **5) this checklist.** Make a list of applicants' addresses at this point; applicant pool will not be returned.

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 the Human Resource Services office will notify the department by telephone. Official transcripts for the highest degree earned are required for all administrative positions.

STEP 6

Notification of Applicants. All applicants must be notified via letter when the position has been filled. A copy of the notification letter must be forwarded to the Human Resource Services office to be placed with the search material file for that position. An address list should have been recorded while the applications were still in the department's possession (see Step 3). If addresses are still needed, contact the employment manager in Human Resource Services.