

Tennessee Technological University
Checklist for Clerical/Support Personnel Appointments
{Print this Checklist, check (Ö) 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:** dept chair or director, dean, VP, 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 date]; **2) copies of any tests** that will be administered during the interview process (if applicable); **3) 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 if the ad is to be placed in the paper (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 of the request to advertise and fill the position.

STEP 2

- **Search Committee. Circle one (yes/no).** A search committee is not required for filling clerical and support positions. Exercise departmental discretion.

STEP 3

- **Interview Approval.** After application deadline has passed, **Human Resource Services will forward complete applications of qualified candidates 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 dept 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 successful candidate has been selected, a memo requesting approval to hire the candidate of choice and supporting documentation should be submitted to the Human Resources Director, via Affirmative Action, VP, and dept chair/dean. This memo should be accompanied by: **1) completed PAF** (Personnel Action Form), **2) all applicant files**, **3) all other related paperwork**, paper copies of votes (if applicable), copies of applicants' interview tests, etc. **4) 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.

STEP 6

- **Notification of Applicants.** All applicants must be notified via letter when the position has been filled. A copy of the notification 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 4). If addresses are still needed, contact the employment manager in Human Resource Services.