

The University of Tennessee
SEARCH PROCEDURES
CENTERS OF EXCELLENCE and
'R' ACCOUNT REGULAR EXEMPT VACANCIES

1. Department completes and submits a "Restricted Account Exempt Position Vacancy Requisition" which requires Principal Investigator's and Department Head's signatures to Human Resources, 224 Conference Center Building, -4125. (Dean/Vice President may also approve depending upon College/Unit requirements) NOTE: For new regular or term positions, positions for which a title change is requested, or positions being changed from term to regular, a Create/Change a Position Form and a Position Description Questionnaire must be attached.
2. Human Resources reviews the documents for appropriate title, classification and approvals and a copy is sent to the Office of Equity and Diversity.
3. Position is posted the UT Position Vacancy List. It is also placed on the 24-hour jobline (865) 974-6644 and on the Internet at <http://uthr.admin.utk.edu>. The position must be listed for a minimum of one week (Monday-Friday).
4. HR-Employment sends memorandum to department confirming receipt and posting of vacancy, and enclosing a Staff Exempt Employment Authorization, application packet and Affirmation Action Identification Invitation.
5. Department places advertisements in journals/newspapers etc., or instructs HR-Employment to do so. (This is not a requirement and depends on recruitment needs.)
6. Applicants are encouraged to apply directly to department.
7. Upon receipt of applications, department sends out Affirmative Action information form with instructions for return to Human Resources. Human Resources retains these forms with other search documents. The department retains resumes and other applicant materials.
8. Department screens applications, conducts interviews and makes hiring decision.
9. Department forwards completed "Staff Exempt Employment Authorization" to HR. (A monthly report of exempt hires is sent by HR to the Office of Equity and Diversity for review and retention.)
10. Department generates official offer letter (or works with HR to ensure this is done.)
11. Department/new hire contacts HR-Employment (974-1905) to schedule orientation. (See orientation instructions at: <http://uthr.admin.utk.edu> (select "New Employee Orientation").
12. HR generates PIF for new hire.
13. **Note:** The Office of Equity and Diversity reserves the right to ensure that Affirmative Action guidelines are followed in restricted account regular exempt searches.