Human Resources
Exempt Search Process

First Steps:
• Review Position Description (PD)
• Create Job Announcement
• Determine if Additional Advertising is Needed
• Search Chair Attends Office of Equity and Diversity (OED) Training
• Form Search Committee/ Hold Kick-off Meeting
• Develop/Review Screening Matrix
• Establish Search Timeline

Exempt Search Process

Position Posted

Minimum of 7 Calendar days

Search Committee Determines if the pool of candidates is satisfactory

If No:
• Email (RBP) to remove posting from website
• Search committee members evaluate candidates [Matrix/Rubric are encouraged]
• Committee meets to review completed matrix/rubric
• Identify minimum qualified candidates

If Yes:
• Continue search and reach out to OED or Recruiting Business Partner (RBP) for assistance

Send OED Candidates’ Strengths and Weaknesses

Send OED Candidates’ Strengths and Weaknesses

Conduct On-Campus Interviews with:
• Search Committee
• Hiring Manager
• Other Campus Partners (if needed)

Committee Provides Feedback/Recommendations to Hiring Manager

Hiring Manager determines finalist and conducts reference checks

Candidate Accepts Offer
Enter Offer into Taleo

Additional Resources:
OED Guidelines for Exempt Searches: https://oed.utk.edu/oed-guidelines-to-exempt-searches/
How to Conduct a Search: https://hr.utk.edu/hiring-toolkit/conducting-a-search/

Contact us for Questions or Assistance:
Email: HR@utk.edu Phone: 865-974-6642