

# 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

**Position Posted**

Minimum of 7  
Calendar days

Search Committee Determines if the pool of candidates is satisfactory

**If No:**

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

**If Yes:**

- 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

**Send OED Candidates' Strengths and Weaknesses**

- Determine Primary and Secondary Pool
- Establish Interview Timeline

Initial Screening to Narrow Pool Further

Email Minimally Qualified Candidates to:

- Assess Interest
- Share Salary
- Request Availability

**If Denied:**  
Contact OED and follow instructions provided

**If Approved:**  
OED changes step and status in Taleo

All Approved Primary Pool Candidates must receive an on-campus interview.

Move Step/Status in Taleo to "Hiring Manager Schedule Interview"

**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

- Request initiation of background check from RBP
- Verbal offer made to finalist

**Candidate Accepts Offer**

Enter Offer into Taleo

Additional Resources:

[OED Guidelines for Exempt Searches:](https://oed.utk.edu/oed-guidelines-to-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/) <https://hr.utk.edu/hiring-toolkit/conducting-a-search/>

Contact us for Questions or Assistance:

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