

Human Resources

Non-Exempt Search Process

First Steps:

- Review Position Description (PD)
- Create Job Announcement
- Determine if Additional Advertising is Needed
- Form Search Committee
- 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 Recruitment Business Partner (RBP) for assistance

If Yes:

- Email (RBP) to remove posting from website
- Search committee members evaluate candidates [Matrix is encouraged]
- Committee meets to review completed matrix
- Identify minimum qualified candidates

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

Conduct On-Campus interviews

with Search Committee and/or Hiring Manager



Email Minimally Qualified Candidates to:

- Assess Interest
- Share Salary
- Request Availability

Hiring Manager determines finalist and conducts reference checks

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

Candidate Accepts Verbal Offer

Enter Offer into Taleo

Additional Resources:

[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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