Hiring Process for Non-Exempt Staff

The hiring process for non-exempt positions is located on the EESD website: https://eesd.tennessee.edu/human-resources/employment/

- Non-Exempt positions are filled throughout the year.
- County Director will work with Regional Business Manager to calculate remaining annual leave for exiting employee, wait until county funds are available, county budget usually cannot pay two salaries.
- Regional office will complete paper and electronic request to search and job announcement.
- Extension Human Resources will evaluate position description to confirm the position is properly classified (Regional Office will handle)
- Position will be announced in TALEO system, must be announced for a minimum of 7 days before screening of applicants.
- A search committee for non-exempt is not required. A search committee can be used if desired. A technology or skills test can be given if desired.
- County Director will schedule and conduct interviews.
- County Director will contact Regional Business Manager with the name of the selected candidate, expected start date, names of others interviewed and a rejection reason for all applicants who were interviews and not selected.
- Regional Director or Business Manager will obtain an approved salary from Extension Human Resources
- County Director makes verbal offer to the preferred candidate.
- Business Manager will enter offer in TALEO system.
- Candidate will receive a background check authorization request.
- Once offer is fully approved, candidate will receive an offer letter via email to accept position.
- Once the offer letter is accepted, County Director calls other candidates interviewed to notify them of the decision.
- Once offer letter is accepted, all other candidates are rejected in TALEO system by the Regional Office.
- County office works with the region to ensure successful candidate completes the I-9 process prior to employment.
- Business Manager will notify IT staff about new hire to set up email and other appropriate permissions.
- County Director will contact regional IT staff about computer set up and technology details for new employee.
- Business Manager **will** order a nametag for new employee.
- Regional office **will** add employee to appropriate email groups.
- Regional office will inform EESD (Brandi Bervin) to assign a mentor to new hires.
- Mentor will reach out to new employee their first week of work.
- County Director will plan for next fiscal year's budget for new employee salary and benefits.

*There are additional steps to take if this position is grant funded, that department can assist with those additional steps.