

Hiring Process for Exempt Employees

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

- Exempt positions are typically filled 6 months after vacancy date
- Region Director/Business Manager will request Dean's approval to advertise vacancy
- Business Manager will complete paper copy and electronic request to search and announce position
- Position will be announced in TALEO system, positions are typically announced for 30 days unless other arrangements have been made and review of candidates can begin immediately once they are evaluated and approved by Extension Human Resources
- Region Director is the hiring manager.
- Search committee consists of: Regional Program Leader (Chair), County Director, State Specialist and 1-2 local representatives such as County Ag Committee members, etc. Other regional staff members can also serve on the search committee when appropriate. The county Mayor may serve on the committee in an ex-officio capacity.
- Regional Program Leader will work with Regional Director/State Program Leader to secure State Specialist to serve on the search committee.
- Regional Director/Program Leader will conduct orientation session for all local search committee members on proper procedures and roles of search committee members.
- Regional Program Leader meets with search committee to review and screen candidates.
- Conduct initial screening for qualified applicants. Questions should be the same across candidates. Suggested comments include, Why did you apply?, How did you find out about the position? What do you know about Extension?, Do you have questions?, etc.
- Search committee compiles candidate lists for primary pool and secondary pool including strengths and weaknesses.
- Region Program Leader will submit primary and secondary pool of candidates to region Business Manager
- Region Program Leader or Business Manager will submit primary and secondary pool of candidates to Extension Human Resources (Cindy Lay)
- Committee chair will work with County Director to schedule interviews with search committees once the interview pool is approved by Affirmative Action Officer in EESD (John Toman)
- Program Leaders or Business Managers will contact candidates to set up interviews
- **County Director will check references on primary candidates to be interviewed**
- Search committee will conduct interviews with primary pool candidates.
- Regional Director/Business Manager requests professional work summary on selected candidate. If offer is above the salary range, contact Extension Human Resources for guidance.
- Regional Director will contact selected candidate to make verbal offer.
- Selected candidate offer is entered in TALEO system by Business Manager
- Selected candidate will receive a background check authorization request via email. Employment is contingent upon passing successful background check.
- **County Director will schedule Ag Committee meeting with Regional Director to sign MOA and confirm new Agent hire**

- In the event that the Ag Committee does not approve the recommended candidate, the Ag Committee must provide in writing to the Dean of Extension the reasons why the candidate is not qualified. The Dean of UT Extension will make final decisions on the appointment
- Selected candidate will receive an offer letter via email to accept position once background check is approved
- **County Director calls other candidates interviewed to notify them of the decision, once offer letter is accepted**
- Regional Business Manager will reject and send correspondence to all other candidates in TALEO once candidate has accepted.
- County office works with the region to ensure successful candidate completes the I-9 process prior to employment.
- Business Manager will notify regional IT staff about new hire
- Business Manager will order nametags and supply information for new employee to obtain business cards
- Regional IT Specialist will add employee to appropriate email groups
- Regional office will inform EESD (Brandi Berven) to assign a mentor to new hires.
- Program Leaders and 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.