OED Guidelines &
Best Practices
Exempt Staff Search Procedures

1. Draft position description, have position evaluated, create a position, and post on UT’s website. When the position is live on Taleo, request that only search committee members are added to the requisition. Anyone outside of the search committee (even the hiring manager) is not to be included.

2. Determine who will be on the search committee. If you are the hiring manager determine who will chair the committee, the hiring manager cannot be on the search committee.

3. The search chair should contact Nicole Cangey (ncangey@utk.edu) to schedule an exempt staff search orientation session. Under very limited circumstances, this orientation can be waived, however, attendance is mandatory annually. Also, the search chair will be responsible to complete the Exempt Staff Search Summary Report; sections 1 and 2 before the start of the search, and the remainder of the report throughout the life of the search.

4. Search Committee Instructions:
   a. Invite the hiring manager to the initial committee meeting to convey what the needs are for the position
   b. Discuss an anticipated timeline with committee members
   c. Discuss active recruitment
   d. Determine how committee will share information and access application materials, via UT Vault or Taleo access only
   e. Discuss commitment to confidentiality, throughout and after search
   f. Create (if desired) a method of evaluating applicants
   g. Have a thorough conversation with the committee regarding the Required qualifications and the Preferred qualifications
   h. Discuss any work experience requirements; related degree requirements
   i. Agree to responsibilities for providing applicants information (Chair)
   j. Have a discussion about social media searches (NOT recommended as an independent search committee member endeavor)

5. Initial screening methods prior to on-campus interviews:
   a. Telephone or Zoom interviews, and writing samples
   b. Questions must be pre-determined, as well as be fair and consistent across applicants.

6. Pool development
   a. Primary pool candidates are invited for on-campus interviews
   b. Primary pool must be greater than 1 (generally)
   c. Secondary pool – beneficial if primary candidates not selected but not required
   d. All primary and secondary candidates MUST meet required qualifications
e. The search chair, with input from committee, must complete the Exempt Staff Search Summary Report including strengths and weaknesses for candidates in the pools.

f. Send the completed report to Nicole Cangey, ncangey@utk.edu

7. Diversity considerations
   a. OED will review the full applicant list for demographics of applicants
   b. OED will review list of Primary and Secondary candidates in comparison with full list
   c. OED may require additional strengths and weaknesses for diverse candidates who appear to meet qualifications but are not under further consideration
   d. Committee chair may contact OED, Nicole Cangey, to review and discuss diversity of pool prior to making primary and secondary pool decisions to determine whether additional recruiting should take place

8. On-Campus interviews
   a. Determine length and scope of interview process
   b. Be consistent with itinerary – should contain same elements for each candidate
   c. All primary candidates must be interviewed before offer can be extended
   d. Be sure to include the hiring manager in the interview process, as a one on one meeting
e. For all positions director-level or higher, unless waived, the Office of Equity and Diversity (OED) must be included as part of the interview itinerary for all on-campus interviews held.
f. Secondary candidates can be interviewed one at a time
g. Meals, “casual” times – are all part of the interview
   i. Avoid problematic questions or discussions of personal issues
   ii. Answer candidate questions, but don’t probe areas that would not be appropriate for questioning (can provide list of “inappropriate questions” prior to interview)
   iii. If inappropriate questions are asked, address immediately and inform the candidate that the question will not be used to evaluate the candidacy. Document any issues that arise and discuss with OED, as soon as possible.
   iv. Be consistent with initial questions in an effort to elicit same type of information, but feel free to probe answers further

9. Reference checks
   a. Notify successful candidate that you will be contacting references
   b. Ask to speak to direct supervisor if not provided as a reference
   c. Be consistent with questions. Don’t probe inappropriate areas

10. Internal Candidates
    a. Treat the same way as external candidates
    b. Avoid consideration of unsolicited information as a basis of rejection of candidate in initial evaluation
    c. Personal knowledge of candidate may be appropriate later in process at time references are checked

11. TALEO Processes throughout

12. In the event you would like to perform an internal exempt staff search you must submit a Request for Exemption form, with a rationale memo statement to Katrice Morgan (kmorgan4@utk.edu) for consideration.