



Administrative Policies
And Procedures
Tennessee Supreme Court
Administrative Office of the Courts

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Supersedes:

Approved by: Chief Justice Frank F. Drowota, III and Cornelia A. Clark, Director

Subject: Recruitment and Selection Of Personnel

- I. Authority: T.C.A. §16-3-803
- II. Purpose: To locate, hire or promote qualified individuals to fill job openings, while ensuring equal employment opportunity in accordance with the Supreme Court's Equal Employment Opportunity (EEO) policy.
- III. Application: All employees of the AOC.
- IV. Definitions: None.
- V. Policy: Open positions will be filled as quickly as possible with qualified individuals. The AOC will give equal employment opportunity to all individuals, regardless of race, color, religion, national origin, sex, age, citizenship, handicap, disability, or status as a Vietnam-era or special disabled veteran. In addition, the AOC will comply with any affirmative action requirements and with all EEO requirements that apply under state and federal law.
- VI. Procedures: *Personnel Requisition*. Anyone in management who wishes to fill an open position must complete a personnel requisition form (*form to be developed and attached*), regardless of whether it is a new position, a replacement, or a temporary job opportunity. All personnel requisitions must first be submitted to the Administrative Director for budget approval.
 - A. *Position Description*. A current or updated position description that clearly details duties and qualifications, including *all essential functions* of the position, must be attached to the requisition.
 - B. *Recruiting*. Recruitment will begin once the human resources manager receives a signed and approved personnel requisition.
 - C. *Position Posting*. The position opening will be posted by the human resources manager to ensure that qualified and interested persons

have the opportunity to apply for the job. The human resources manager and the hiring manager (the supervisor of the vacant position), in consultation with the Administrative Director, will determine which positions should first be posted internally for current employees. If a position is only posted internally, it shall be posted in such a manner as to ensure that all qualified employees receive consideration for the available position.

- D. *Recruiting Outside Candidates.* The human resources manager, in consultation with the Administrative Director and the hiring manager, is responsible for recruiting outside candidates through the most appropriate means available. Recruiting sources will be selected based upon the type of position(s) to be filled, the time available to fill the position(s), geographic location of the position, cost, and other applicable considerations. All outside recruiting must include posting the position on the Supreme Court web page.
 - E. *Definition of Applicant.* An applicant is defined as an individual who has completed and signed an AOC Employment Application, including all required supplements. Resumes may also be submitted with the completed AOC Employment Application. If a person seeking employment contacts the hiring manager directly, the hiring manager shall refer the person to the human resources manager for completion of an employment application. The application shall include applicant flow data required by federal law.
 - F. *Interviews.* The hiring manager, in consultation with the human resources manager, will determine the total number of applicants to interview.
 - G. *Interview Team.* Whenever possible, an interview team, selected by the hiring manager, will conduct applicant interviews. Interview team members should include a cross section of employees, considering job duties, managerial responsibilities, gender and race. The size and makeup of the interview team is dependant upon the type of position being filled.
- VII. Interview Procedure:
- A. *Overview of Position.* The person(s) conducting the interview should impress upon the applicant that all employment at the AOC is *at-will*. The applicant should be given an opportunity to change or update any information provided on the applicant's employment application. Benefits, if any, and other conditions of employment should be explained. At the beginning of the interview it should be

- impressed upon the applicant that nothing in the interview process should be interpreted as a promise or implied offer of employment.
- B. *Questions.* In striving for fairness and equality, a list of appropriate questions should be prepared prior to conducting interviews. Questions should address the qualifications needed to successfully perform the duties of the position. The same questions must be asked of every interviewee.
- C. *Verification of Previous Employment / Reference Checking.* The hiring manager will verify previous employment and check references prior to extending an offer of employment. In appropriate cases, previous employment verification and reference checking should begin or be completed prior to interviewing an applicant.
- D. *Reimbursing Candidates for Expenses.* Candidate expenses are not reimbursable unless previously approved in writing by the Administrative Director.
- E. *Private Agency Contacts and Fees.* Private agency contacts and fees are not allowed unless pre-approved in writing by the Administrative Director.
- F. *Employment Offers and Salary.* Once a candidate is selected, the hiring manager, in consultation with the human resources manager, must obtain the Administrative Director's approval of the salary to be offered *before* an offer of employment is extended to the candidate. To ensure consistency and equity in the AOC's wage and salary goals, hiring managers should never unilaterally commit to a starting salary prior to the Administrative Director's approval.
- G. The hiring manager will contact the chosen candidate by phone to extend the offer. Upon verbal acceptance, the hiring manager, in consultation with the human resources manager, will confirm in writing the details of the offer, including the appropriate terms and conditions of employment. Great care should be taken not to promise or imply additional conditions of employment other than those previously approved by the Administrative Director.
- H. All offers of employment are contingent upon:
1. No misrepresentation of information supplied by the applicant in the AOC Application of Employment.

2. The candidate's furnishing proof that he or she is legally entitled to work in the United States, in conformity with requirements of the Immigration Reform and Control Act (IRCA).
1. *Informing Unsuccessful Applicants.* The human resources manager shall be responsible for contacting unsuccessful applicants and informing them that they are no longer under consideration. The hiring manager will provide the reason(s) for rejecting unsuccessful applicants and the human resources manager will record the reason for rejection in the applicant flow log in accordance with applicable federal EEOC record keeping requirements.