



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

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Approved by: Chief Justice Sharon G. Lee and Deborah Taylor Tate, AOC Director

Subject: Recruitment and Selection of Personnel

- I. Authority: T.C.A §16-3-803
- II. Purpose: To outline an administrative process for the recruitment and selection of personnel.
- III. Application: All employees of the Administrative Office of the Courts, offices of the Appellate Court Clerk, Board of Professional Responsibility, Board of Law Examiners, Commission on Continuing Education, and the Tennessee Lawyers Assistance Program.
- IV. Definitions:
  - A. Director – Refers to the AOC Director, Executive Director, Chief Disciplinary Counsel and the Appellate Court Clerk.
  - B. AOC Director – Refers to reviews by the AOC Director in addition to the approval of the Director as defined in A.
  - C. Applicant – An applicant is defined as an individual who has completed and signed an employment application, including any required supplements. Only electronic submissions are accepted. Electronic signatures are permissible.
- V. Policy: To provide an open, discrimination-free process to fill vacant positions within the Administrative Office of the Courts, Boards and Commissions and the offices of the Appellate Court Clerk. In carrying out these processes we will give equal employment opportunity to all individuals, regardless of race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other group protected by state and/or federal laws.
- VI. Personnel Requisitions: Personnel requisitions must be completed to fill all vacant or temporary job positions. Requisitions will be initiated by the hiring manager and approved by the human resources manager and director.

- VII. Job Postings: Upon receipt of approval of the personnel requisition form the human resources manager will work with the hiring manager to develop or update a job posting. If the hiring manager determines that the position is best filled from within the office the job posting will be sent by email to employees only. If the position is not able to be filled from existing staff, or if the hiring manager wishes to seek outside candidates, openings will be posted on the Court System website. Job postings must contain an ending date for applicant submissions.

In addition to job postings on the Court System website, jobs may be advertised externally based on need and budget requirements. The human resources department is responsible for all recruitment advertising.

- VIII. Employee Submissions of Job Interest: Employees who have been in their current position for at least one year may apply for job openings. This requirement may be waived with the consent of the employee's manager and the human resource manager.

Employees must submit an updated application for employment. The form must be completed and submitted to the human resources manager by the ending date stated on the job posting.

All applicants will be considered on the basis of their qualifications and expected ability to perform the job successfully. All internal applicants meeting the minimum qualifications for the position will receive an interview.

Applicants internal to the AOC, who are not selected, will be notified by the human resources manager.

The director or their designee will notify internal applicants who were not selected for the position.

- IX. Interview Process: The hiring manager will screen the applicant submissions prior to scheduling interviews. Only applicants meeting the minimum qualifications outlined in the job posting may be considered for an interview.

The hiring manager and at least one other person with substantial knowledge of the position will conduct applicant interviews. A series of standard questions specifically related to the job duties of the position must be prepared in advance of the interview and asked of all applicants. Follow-up questions and further clarification questions are encouraged.

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 and that the court system is an at will employer. During the interview, the hiring manager should provide an overview of the job duties, an

explanation of the organization, and any conditions of employment, such as travel requirements.

Applicant expenses are not reimbursable unless prior written approval is granted by the human resources manager and the AOC director.

In situations where a temporary employee was obtained through an employment agency, the temporary employee may not be offered employment if fees must be paid to the employment agency.

Reference checks should occur prior to making a final hiring decision.

X. Hiring Process:

Administrative Office of the Courts - After an applicant is selected; the hiring manager will complete the Authorization to Hire form and submit for review by the human resources manager prior to submission to the AOC director for approval.

Boards, Commissions and Office of the Appellate Court Clerk – After an applicant is selected, the director will complete and submit the Authorization to Hire form to the human resources manager for review. Should the hire involve an exception to the salary limits, the human resources manager may consult with the AOC director and the Court as a part of the review process. If this additional review is required, the human resources manager will first contact the director to discuss the concerns. The human resources manager will contact the director upon the reaching of a final decision.

All offers of employment are contingent upon:

1. No known misrepresentation of information supplied by the applicant on the Application for Employment.
2. The applicants furnishing proof that he or she is legally entitled to work in the United States, in conformity with the Form I-9 requirements.

XI. Follow-up and Closure:

When the position is filled, the hiring manager will notify the interviewed applicants.

A copy of the standard questions, applicant information, any notes made by any interviewer and copy of applicant email log documented to show reason why each applicant was either considered or not considered must be maintained by the hiring manager for three years. Attachment A provides a list of reasons why

an applicant was considered or not. Other reasons may be added as appropriate for each situation.

## **Attachment A**

### **A Quick Guide to Reasons for Not Selecting Candidates for a Position**

Reasons for not selecting candidates must be specific and job-related. Reasons may not be related to race, color, religion, sex, national origin, age (40 and above) pregnancy, religion, creed, disability veteran's status or other factors prohibited by law. The coded responses for not selecting candidates become a part of the record for each position vacancy and may be examined to monitor compliance with Equal Employment Opportunity.

#### **Candidate's Choice**

- A1** Withdrew to accept another job
- A2** Declined the position when offered
- A3** Refused or unable to accept job duties, work schedule, or other job related condition
- A4** Required higher salary than authorized
- A5** Failed to submit complete application materials
- A6** Failed to respond for request for additional information
- A7** Not available for interview
- A8** Other – Explain: \_\_\_\_\_

#### **Qualifications**

- B1** Candidate did not meet requirements for position
- B2** Reference check unsatisfactory
- B3** Candidate selected had more relevant training/experience
- B4** Candidate well qualified. Will be considered if first choice declines
- B5** Other – Explain: \_\_\_\_\_

#### **Results of Interview**

- C1** Interview revealed candidate was not interested in required functions of the position
- C2** Interview revealed that the candidate was not well prepared
- C3** Interview revealed candidate could not convey experience level required
- C4** Interview revealed that candidate was not a good fit for the organization
- C5** Other – Explain: \_\_\_\_\_

**Note:** These guidelines do not cover every situation that may arise in the selection process. If you have questions, please contact the human resources manager.

# PERSONNEL REQUISITION

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_

Position Title: \_\_\_\_\_ Date Position Vacated: \_\_\_\_\_

Person Vacating Position: \_\_\_\_\_ Full-time: \_\_\_\_ Part-time: \_\_\_\_

*It is important for management to perform a critical review of each position prior to initiation of the Personnel Requisition.*

1. Attach an updated position description. Position descriptions must be in the new format and should be reviewed prior to submission to ensure that recruiting efforts are on target with position requirements.
2. What core business functions are critical to this position?
3. What statutory mandates, if any, are tied to this position?
4. What risks, if any, are associated with not filling this position?

Recruitment: \_\_\_\_\_ Internal Recruiting Only (Explain)  
\_\_\_\_\_ Normal Recruiting on Court System Website only  
\_\_\_\_\_ Special Recruiting (Explain)

Explanation:

Requested Salary Range: \_\_\_\_\_ -to- \_\_\_\_\_

Requestor's Signature: \_\_\_\_\_

Human Resources Manager: \_\_\_\_\_

Position Approved to fill  Request Denied

Salary Range Approved - or - Starting Salary must not exceed: \_\_\_\_\_

Director/Administrative Director: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

# AUTHORIZATION TO HIRE

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_

Position Title: \_\_\_\_\_

Successful Applicant: \_\_\_\_\_

Attach a copy of the Application for Employment.

Requested Annual Salary: \_\_\_\_\_

Explain Applicant Selection and Salary Recommendation:

Number of Applicants Received: \_\_\_\_\_ Number of Applicants Interviewed: \_\_\_\_\_

Director: \_\_\_\_\_

Human Resources Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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AOC or special consideration only:

Approval to Hire

More Information Needed

Salary Approved - or -  Starting Salary must not exceed: \_\_\_\_\_

Administrative Director: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: