

<b>System-wide Policy: HR0143 - Recruiting</b>	
<b>Version: 2</b>	<b>Effective Date: 02/01/2018</b>

## HR0143 – Recruiting

### Topics:

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### Objective:

Human resources shall develop procedures governing recruiting to fill position vacancies. Such procedures shall conform to the search requirements outlined in the applicable affirmative action plan.

### Background Checks

All regular and temporary new hires must have criminal background checks with approved vendor. Positions with fiduciary responsibility must have credit check through approved vendor. If the position requires educational credentials, degrees and certifications must be verified.

Some candidates may require fingerprinting as part of their background check.

### References

Reference checks must be completed for all successful candidates.

### Listing Position Vacancies

Every position vacancy will be listed with the appropriate human resources office. The human resources officer, or their designee, should approve any exceptional circumstances that preclude the listing of a job vacancy.

### Internal Applicants

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University employees who wish to transfer between positions within the university should follow the hiring procedures for the human resources office responsible for the position vacancy. A new application for employment, references and additional background checks may be required. For internal applicants, the time spent interviewing will be counted as work time.

### **Internal Hires/Transfers**

An internal hire or transfer occurs when a current employee assumes the duties of a vacant position at any location within the university. When an employee transfers from a position in one human resources office area to another, the employee's official personnel file should be made available and will be forwarded to the receiving human resources office.

### **PROCEDURES:**

To view links to campus policies and procedures, click here:

<https://policy.tennessee.edu/campus-policies-procedures>

**Related Policies:** [HR0105 - Employment Status](#), [HR0122 - Employment of University Employees by Other University Personnel](#), [HR0110 - Employment of Minors](#), [HR0115 - Employment of Relatives](#), [HR0120 - Employment of University and State of Tennessee Retired Employees](#), [HR0220 - Equal Employment Opportunity](#), [HR0455 - Pay Rates](#)