Roane State Community College

How to Hire: Step-by-Step Guide for Supervisors and Department Heads

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Before You Start

If you are considering hiring, ask:

- Is the position budgeted?
- Is this a new position or a replacement?
- Will this require a selection committee?
- What type of posting do I need (internal, external, or both)?

If unsure, consult Human Resources before submitting paperwork.

Step 1: Request Authorization to Hire

What You Do

1. Complete the **Position Request Form**.
2. Attach:
    - Updated position description
    - Minimum and preferred qualifications
    - Proposed advertisement language
    - Qualification rating criteria
3. If required (faculty, administrative, professional positions):
    - Complete the **Appointment of Selection Committee Form**

What Happens Next

- The request routes to:
    - Division Chair/Director
    - Director of Payroll (budget approval)
    - Additional required approvals
- Once fully approved, HR posts the position.

Step 2: Position Posting

HR Responsibilities

- Post position in **PageUp**
- Ensure minimum 7-day posting period
- Manage applicant portal

Your Responsibility

- Confirm posting details are correct.
- Do not accept unofficial applications.
- **Do not begin recruiting or interviewing until HR confirms.**

All positions remain open until filled unless otherwise specified.

Step 3: Form the Selection Committee (If Required)

A committee is required for:

- Faculty
- Administrative positions
- Professional staff

Not required for:

- Support staff
- Most temporary roles

Committee Requirements

Minimum of two qualified members, typically including:

- Hiring Supervisor or designee
- Dean or Executive Officer
- Faculty/staff member from the division

Before reviewing applications:

- All members must sign confidentiality statements.

Step 4: Review Applications and Conduct Interviews

HR Provides

- Access to applications in PageUp once time has elapsed

Committee Responsibilities

- Screen applicants using approved criteria
- Conduct interviews
- Complete a **Confidential Rating Form** for each interviewed candidate
- Conduct a minimum of **three employment reference checks**

If fewer than three references are available, HR Director approval is required.

The President may interview the recommended candidate prior to submission of hiring documentation.

Step 5: Faculty Additional Requirements

For faculty positions, the Committee Chair must:

- Complete the **Certification/Faculty Form**
- Verify:
    - Mini-teaching unit
    - Oral English proficiency
    - Credential compliance per TBR Policy 5.02.01.03

Step 6: Submit Hiring Recommendation

The Hiring Supervisor submits to HR:

- Employment Compliance Form
- Confidential Rating Forms
- Reference Check Documentation
- Certification/Faculty Form (if applicable)
- Submit disposition list for ALL applicants to HR

No monetary amounts can be promised to applicants

HR will:

- Review for compliance
- Calculate salary
- Route for Salary Equity Committee approval

Step 7: Offer and Appointment

Supervisors may NOT extend an offer—verbal or written—before HR approval.

Once approvals are complete:

- HR will call and make a formal offer
- HR issues the official offer letter
- Appointment documents are prepared
- Benefits session is scheduled

Special Notes for Adjunct and Temporary Positions

- May follow a modified process
    - Temporary Positions see Forms - Roane State Community College for the temporary employee packet
- Committee not typically required
- Must still receive authorization and HR approval
- Temporary positions cannot begin work until contract has completed workflow with all approvals completed as well as the recipient of the position
- No offer may be made without HR clearance for adjunct faculty or temporary positions

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Audit and Documentation Expectations

All hiring documentation must demonstrate:

- Position authorization prior to posting
- Required posting duration
- Objective evaluation criteria
- Reference checks completed
- Salary equity review
- HR-issued offer

Incomplete documentation may delay hiring or create audit findings.

Quick Reference Checklist for Supervisors

☐ Position Request submitted
☐ Budget approved
☐ Posting confirmed by HR
☐ Committee appointed (if required)
☐ Confidentiality forms signed
☐ Interviews conducted
☐ Rating forms completed
☐ Three references documented
☐ Employment Compliance Form submitted
☐ HR approval received
☐ Official offer issued by HR

Policy Authority
• Tennessee Board of Regents Policy 5.01.00.00
• Tennessee Board of Regents Policy 5.01.02.00
• Tennessee Board of Regents Guideline P-010

3/2/2026

**This guide is not to be amended without VP for Business and Finance approval.