

# **EMPLOYMENT PROCESS**

## **Employment Application**

Upon receipt of all required documentation and the necessary departmental approvals; a position vacancy may be posted. Immediately upon posting the position; the Office of Human Resources Management will begin accepting applications.

A complete application packet consists of the following:

- a. Tuskegee University application
- b. Education requirement verification
- c. Three letters of recommendation. Letters may not be more than six months prior to the application.

If all required materials are not attached or any lines on the form are left blank, the application will be considered incomplete and will not be reviewed. Also, the application will be considered incomplete if it is not properly signed and dated.

## **Employment Qualification**

If a position requires skill demonstrations, such as typing or data entry skills tests, the candidate must qualify before submitting an application. The tests can be taken in our office or at a career facility.

Once the application packet is received and complete, it is reviewed to ensure the applicant meets the minimum job qualifications.

References are checked and former employment verified.

If everything checks out, the application is referred to the hiring department for review. Along with the application packet a referral sheet is attached.

## **Departmental Review**

The department reviews the applications and determines if they are interested in the candidate and/or candidates through interviews.

The department sends the referral back to Human Resources Management indicating that they either accepts or rejects the applicant.

If the department accepts the applicant, they should submit a Personnel Action Form (PAF) to begin the process to hire the person.

## **Hiring Process**

After the PAF is submitted, it is sent to the Budget Office, Provost Office, and Office of Human Resources and to the President of the University for signatures. An offer letter is then typed up and the Director of Human Resources reviews the contract and then it returns for signatures. After all of the appropriate signatures, the applicant is called to extend an offer. The employee must sign the employment offer letter before any work is performed. Exceptions require authorization from the Human Resources Director.