

AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUALPOLICY NO.: IV:02:02 DATE: November 1, 1981SUPERSEDES POLICY NO.: IV:02:02:02 DATED: August 25, 1979

SUBJECT: Employment Procedures for Clerical and Supporting Staff Personnel

APPROVED: Robert O. Riggs, President Robert O. RiggsResponsibility and Authority

The final responsibility and authority for employment of personnel resides with the President whose designee for this purpose is the Business Manager represented by the Personnel Officer. As a matter of practice, for approved positions in the budget, advertising for employment and offers of employment may be made only by the Personnel Officer, except in the administration of "CETA" positions (see paragraph "J."); however, such persons become employees of the University, assigned to departments for the performance of necessary duties as may be assigned and supervised by the head of that department.

Procedure

- A. Recruitment shall be in accordance with the University's Affirmative Action policy. Before actual recruitment begins for a position, that particular situation must be reviewed by the Personnel Officer with the Affirmative Action Officer. Advertisement of position openings will always be necessary on campus and generally will be necessary off campus. Details of position openings will be communicated to the Personnel Officer through the use of Personnel Request Form PPM Form IV:02:02:a.
- B. It shall be the responsibility of the Personnel Officer to obtain approval of the contents of advertisements from the Affirmative Action Officer, to provide the Affirmative Action Officer with a copy of the pertinent job description, and to obtain the Affirmative Action Officer's stamp of approval on completed Personnel Action forms, a copy of which will be furnished the Budget Officer.
- C. Under no conditions shall an advertisement for or offer of employment be made for a position not already contained

in an approved budget. If it becomes necessary to fill a position not contained in the budget, such a position must be established and approved, in writing, by the President in accordance with the terms of Policy IV:02:01.

- D. No new employee should actually begin work, except in an emergency situation, without the approval of the Personnel Officer.
- E. Department heads or chairpersons will prepare the Personnel Request Form (see attachment PPM Form IV:02:02:a) and send it through the proper channels of authority to the Personnel Officer.
- F. The Personnel Officer will screen all applicants in initial interviews and will route qualified applicants to department heads or chairpersons for interviews.
- G. The successful candidate will be identified by the Department Head with the Personnel Officer's assistance.
- H. It shall be the responsibility of the Department Head to list all applicants on the Applicant Rejection Form and to select and record the reason(s) (see attachment PPM Form IV:02:02:b) which most closely represent reasons for rejection of applicants, and to return the completed form to the Personnel Office.
- I. The rate of pay will be quoted and the job offer made by the Personnel Officer only.
- J. Recruitment for positions funded in "CETA" contracts will be completed by the applicable supervisor under the auspices of the State Department of Employment Security. Employment of particular individuals will be communicated to the Personnel Officer through the use of PPM Form IV:02:02:a (attached).

Over-Lap

No more than one individual may be paid at a given time from funds allocated to a particular position unless an exception is made by the President. If plans are for a new employee to begin work before the incumbent's departure or before exhaustion of the incumbent's annual leave, a budget revision must be processed and approved in accordance with Policy IV:01:02.

AUSTIN PEAY STATE UNIVERSITY
PERSONNEL REQUEST FORM

TO: _____ Dean, Director or Manager
_____ Vice President
_____ Personnel Officer

DATE: _____

1. It is requested that budget position No. _____, Account No. _____,
Title _____, be filled effective _____,
() Position (was) (will be) filled effective _____,

Reason: _____,

Effective date: _____,

() Position was not previously filled.

2. This position will be:

() Permanent; () Temporary _____
(indicate No. of days, weeks or months)

() Full time; () Part time _____
(indicate percentage of full time)

3. Recommended salary per salary schedule is \$ _____ per () Year,
() Month, () Hour.

4. Remarks: _____

Signature of Originator

Signature of Dean, Director, or Manager

Budget Director

Signature of Vice President

Codes for Applicant Rejection

- A. Qualifications do not meet requirements for present job opening.
- B. Test scores did not meet minimum for position.
- C. Work history not satisfactory for position for which applied. (Please specify in "General Comments" below.)
- D. Qualified for job, but proposed applicant has more job related experience.
- E. Qualified for job, but proposed applicant has more job related education/training.
- F. Did not appear for interview.
- G. Refused position.
- H. Failure to meet application deadline.
- I. Failure to submit proper forms, resume or other information requested for position.
- J. Failure to take appropriate test for position.
- K. Other. (Explain in "General Comments" below.)

AUSTIN PEAY STATE UNIVERSITY
APPLICANT REJECTION FORM

Directions: Use of Applicant Rejection Form and Codes

1. List all applicants on the Applicant Rejection Form and proceed toward selecting the most qualified applicant for your department or division. After your final selection, select the reason(s) listed from the Codes which most closely represents your rejection of all other applicants.
2. Place the letter or code which represents your reason(s) for rejection on the Applicant Rejection Form by the applicants name and in the column labeled Code.
3. Follow this procedure for every applicant interviewed and then return the completed form to the Personnel Office.

AUSTIN PEAY STATE UNIVERSITY
APPLICANT REJECTION FORM

Position Title _____ Date _____
Department _____ Application Deadline _____

Applicant	Code

Applicant	Code

General Comments: _____

Final Action/Applicant Selected: _____

Signature of Department Head _____ Date _____

PLEASE RETURN TO PERSONNEL OFFICE IMMEDIATELY AFTER INTERVIEWS