

When a position comes vacant:	Person Responsible	Time Frame
1. All staff will be notified of the opening via email.	Operations Manager	As vacancies occur
2. Upon receipt of the email, the job opening will be posted in the following ways:		
a. On the Parent Board of each center.	Area Coordinator Lead Teacher	Upon receipt
b. On the agency website as well as the agency Facebook page.	IT Coordinator	Upon receipt
c. On the Indeed, Jobs4TN.gov, APSU, and NSCC websites.	Operations Manager	Following in-house announcement
When an application is received:		
1. Application is forwarded to the Operations Manager.	Data Entry Clerk or other receiving party	Upon receipt
2. Application is logged, reviewed, scanned, and file is created.	Operations Manager	Upon receipt and within 2 days
3. Applicant is contacted via phone and questioned using the prescreening tool.	Operations Manager	Upon receipt and within 5 days
4. Director and relevant component managers are forwarded application and information from screening via email.	Operations Manager	Following screening
5. Application is forwarded to Data Entry for verification	Operations Manager	Following review
6. Call references and ask preselected questions	Data Entry Clerk	Upon receipt and within 2 days
7. Applicant is contacted to schedule interview.	Data Entry Clerk	Upon verification of references
8. Notify Policy Council Personnel Committee to notify of upcoming interview.	Data Entry Clerk	Once scheduled
9. Director, Operations Manager, and relevant managers are notified of interview details.	Data Entry Clerk	Once scheduled
10. Interview packet is prepared	Data Entry Clerk	Prior to interview
Interview:		
1. Applicant will be given any needed paperwork to complete.	Data Entry Clerk	Upon arrival
2. Interview will be conducted with the following topics being covered: Brief description of the agency Job preview Explanation of how the job fits into the agency Benefits, pay, leave, and work schedule Policy Council approval requirement	Director, relevant component manager or designee	During interview
3. Review all hiring timelines and ensure references are provided.	Data Entry Clerk	Prior to end of interview
4. If offered a position, schedule fingerprinting	Data Entry Clerk	Prior to end of interview
Following interview:		
1. Prepare New Hire Information Sheet for management and Policy Council.	Data Entry Clerk	Within 3 days of hire
2. Contact new hire to ensure fingerprinting, physical, and TB screen have been completed.	Data Entry Clerk	Following scheduled dates
3. Call Executive Director to authorize Pre-Employment drug screening.	Operations Manger	Upon receipt of background check, physical, and negative TB screen
4. Call new hire to schedule Pre-Employment drug screening.	Operations Manger	Following receipt of authorization
5. Schedule New Staff Orientation	Data Entry Clerk	Upon receipt of drug screening