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| Approved by: Juan Williams, Commissioner | Policy Number: 12-044 (Rev. 04/2021) |
| Signature:  | Supersedes: 11-059, 06-021 |
| Application: Executive Branch Agencies, Human Resource Officers | Effective Date: October 3, 2012 |
| Authority: T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-305, T.C.A. § 8-30-306, T.C.A. § 8-30-308 | Rule: Chapter 1120-02 |

Requesting Promotional Referred Lists

Certain classifications in the preferred service require applicants to possess Tennessee state government experience in a particular field in order to meet the minimum qualifications. Because there is no substitution for this specific Tennessee state government experience, these job classes are promotional from within a specific occupational series.

Agencies shall not use an appointment referral list to fill any position in these job classifications. Rather, positions in these job classes may only be filled from a promotional referral list.

Exceptions:

- If a former employee is qualified because of prior state service, the agency may request to announce an open appointment for the job classification. The agency must receive prior approval from the Department of Human Resources' Recruiting Division.
- If, after announcing and working a service-wide promotional list, the list is insufficient, the agency may request approval from the Agency Resource Center to fill the position through a mismatch with a reachable applicant in the next lower job classification in the same job series.

Agency human resources offices must ensure that agency employees with security access to request referral lists are aware of this specific restriction that applies to promotional job classes.

Questions regarding this policy may be directed to the Recruiting Division and the Agency Resource Center (ARC).