




<b>Approved by:</b> Juan Williams, Commissioner	<b>Policy Number:</b> 12-022 (Rev. 09/02/2022)
<b>Signature:</b> 	<b>Supersedes:</b> 11-030, 89-031, 12-022
<b>Application:</b> Executive Branch Agencies, Human Resource Officers	<b>Effective Date:</b> June 1, 2015
<b>Authority:</b> T.C.A. § 4-3-1703, T.C.A. § 8-30-104, T.C.A. § 8-30-301, T.C.A. § 8-30-303, T.C.A. § 8-30-304, T.C.A. § 8-30-305, T.C.A. § 8-30-306	<b>Rule:</b> Chapter 1120-02

## Employment Lists

Pursuant to Tenn. Code Ann. § 8-30-305, the Commissioner of the Department of Human Resources shall establish and maintain a pool of candidates for various classes of positions as the Commissioner deems necessary or desirable to meet the needs of the service. A pool of candidates is defined as a list of names of all qualified applicants for a position to the preferred service.

A name on a pool of candidates may be removed from a list for any of the following reasons:

1. The eligible falsifies any material fact;
2. The eligible has been convicted of a crime related to the position for which he or she has applied;  
or
3. Any cause which allows rejection or disqualification of the applicant under Tenn. Code Ann. Title 8, Chapter 30 or the Rules of the Department of Human Resources.

An applicant will not be removed or disqualified because of his or her legal residence. Out-of-state or non-resident applicants must be given the same consideration as residents of the state. Non-resident applicants should not be confused with non-U.S. citizen applicants, for whom there are other considerations.

When a vacancy occurs in one (1) or more established positions in a classification, the appointing authority may request a list to fill the position. The Commissioner of the Department of Human Resources must certify a referred pool of candidates when an appointing authority wants to fill a vacancy.

A referred pool of candidates is the document or record containing the names of the eligible applicants meeting the minimum qualifications for a class of positions for the appointing authority to utilize when filling a vacancy.

In establishing a referred pool of candidates the Department may post a public announcement, for a minimum of one (1) week, which allows qualified applicants to apply for positions within state government. These announcements are grouped as follows:

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- Continuous - Announced for an indefinite period of time with no closing date indicated on the posting.
- Regular - Announced for a definite period of time, generally one (1) week, with a specified closing date. DOHR may extend the posting as necessary to attract more applicants.
- Promotional - Announced to be filled by current state employees only. The posting can be narrowed by the department, the division, or the specific unit where the vacancy is located. Promotional pools of candidates may include employees who are on any type of extended leave status. Extended leave status may include leave due to suspension, special leave without pay, division of claims administration leave, sick leave bank leave, educational leave, parental leave, or military leave.

Employees who are on extended leave status should be considered for vacancies in the same manner as any other employee on a promotional pool of candidates. If the employee is not available to interview due to the circumstances of the extended leave, the agency can designate the employee as “unavailable” on the list.

Applicants who are also listed on an active Layoff List shall be eligible to apply for any posted promotional preferred service position in accordance with the provisions of Policy 12-061.

- Incumbent Reclassification – Not announced. The incumbent reclassification pool of candidates may be used only when a filled position is reclassified, and the position incumbent is already performing the functions of the reclassified position. When a filled position is reclassified, the appointing authority shall request a list to reclassify the position incumbent. The use of an incumbent reclassification pool of candidates must be approved in advance by the Agency Resource Center to ensure all criteria are met.

The Commissioner reserves the right, as necessary for the efficient operation of the executive branch of state government, to establish other lists beyond those outlined in this policy.

Questions regarding this policy may be directed to the Recruiting Division.