

## 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 be more than six months prior to the application.

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, Post 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 the terms 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.