

## PTL POOL POSITIONS PROCESS

**Overview:** The position must be advertised for a minimum of 10 days. A search committee who has completed the required training and certified by HR must screen the applicants. At least three candidates who meet the minimum qualifications must be interviewed. Staff who teach are required to apply through the pool each term.

- 1. CREATE:** The department will draft the job ad for the pool position and email the Word document to Yolanda Demaree in Faculty Affairs at [y.demaree@louisville.edu](mailto:y.demaree@louisville.edu) . The email should contain the following information:
  - a. PCN – contact your UBM Intermediate if you don't have a PCN
  - b. Search committee information (name, gender, ethnicity and chair)
  - c. Duration the ad should run (start and end dates)
- 2. REVIEW:** Yolanda Demaree, Faculty Affairs, will review the ad and follow up with the department for clarification or if additional information is needed.
- 3. ENTER IN PEOPLESOFT:** Yolanda Demaree, Faculty Affairs, will complete the job opening panel in PeopleSoft and email the department (and copy the UBM Intermediate) the new job ID number.
- 4. SCREEN & UPDATE:** The department search committee will review the applicant pool in PeopleSoft and screen candidates that do not meet the qualifications. Keep in mind, this update task can be done at any time. You do not have to wait until you are ready to hire the preferred candidate.
- 5. INTERVIEW:** The search committee will conduct interviews for qualified candidates. A minimum of three qualified applicants must be interviewed. The interviews do not need to be “in person”, they can be conducted over the phone or via programs such as Skype.
- 6. LINK THE POSITION, INTERVIEW EVALUATION & JOB OFFER:** The UBM Intermediate (or designee) will complete the internal procedures and email the employment representative (and copy Yolanda Demaree, Faculty Affairs, at [y.demaree@louisville.edu](mailto:y.demaree@louisville.edu) ) when this has been processed. These procedures involve multiple steps and may take 24-72 hours.  
Note: The department is responsible for creating the “child” job opening.
- 7. HR APPROVAL:** Once the department receives approval from HR on the job offer, the UBM Intermediate (or designee) will complete the “Accepted Offer” panel and email the employment representative (and copy Yolanda Demaree at [y.demaree@louisville.edu](mailto:y.demaree@louisville.edu)) so that the search can be closed.
- 8. LAST STEP:** Follow the normal procedures to process the PTL contract. Note: Please include the child ID# on the PTL contract.

### NOTE:

- Job ads for PTL pools must run for a minimum of 10 days before the department can request HR to link the position
- Job ads for PTL pools can run for a maximum of 180 days
- The department can advertise for multiple positions on one ad
- Staff who teach are required to apply through the pool each term