

Approved: P. Z. Raylch

Date: 9/30/93

1.0 PURPOSE

This Business Practice establishes standardized requirements which must be met when selecting a candidate for a management or specialist position and is used in conjunction with the Nuclear Power Selection Guide.

2.0 SCOPE

This Business Practice applies to all Nuclear Power personnel who select candidates for management and specialist positions. It does not apply to the selection of candidates for other schedule positions.

3.0 INSTRUCTIONS

3.1 Advertising Management/Specialist Positions

- A. All vacant, permanent (i.e., duration of one year or longer) PG-1 through senior management and specialist positions must be posted for not less than seven working days TVA-wide prior to being filled.
- B. External recruiting sources may be used concurrently with the TVA posting process.
- C. The supervisor requests Nuclear Employee Relations and Development (ER&D) to post the position and provides a current position description.
- D. Nuclear ER&D reviews the request to post the position for accuracy, obtains evaluation of the position description if necessary, and posts the position and/or pursues other recruiting methods.

3.2 Screening Candidates

- A. Nuclear ER&D receives applications/resumes from potential candidates, prepares spreadsheet identifying candidates who meet minimum qualification requirements, and identifies minority, female, or handicap candidates.
- B. Nuclear ER&D forwards the spreadsheet along with the applications/resumes of candidates for the position to the supervisor.
- C. The immediate supervisor of the position reviews the applications/resumes, and identifies the top candidates for interview.



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3.3 Interviewing Candidates

- A. The supervisor informs Nuclear ER&D of candidates to be interviewed.
- B. Nuclear ER&D schedules interviews and makes appropriate travel arrangements.
- C. The interviews are conducted using structured job-related selection criteria developed by the immediate supervisor of the position being filled.

3.4 Selecting Candidate

- A. All interviewers provide feedback to the immediate supervisor of the vacant position on the results of their interviews.
- B. The final candidate is selected by the immediate supervisor based on information contained in the personal history record; interview/assessment results; a thorough review of the qualifications of the candidates as compared with the requirements of the position; input from upper-level management involved in the process; information obtained from references; and affirmative employment consideration.
- C. The immediate supervisor of the vacant position conducts reference checks.
- D. The immediate supervisor forwards selection memorandum approved by the appropriate management level along with spreadsheet and applications/resumes to Nuclear ER&D.
 - 1. The Board of Directors must approve the selection of any vice president and certain senior-level positions. A listing of these positions is maintained in all Site Nuclear ER&D offices. Some of these selections may require an interview by the Board of Directors.
 - 2. Vice presidents must approve the selection of any PG-8 and above manager.
 - 3. The selection of any PG-7 or below manager must be approved by the division manager.
 - 4. Some management and specialist positions require the approval/concurrence of corporate management. A listing of these positions is maintained in Nuclear ER&D site offices.
- E. Nuclear ER&D reviews selection and ensures selected candidate is fully qualified.
- F. Nuclear ER&D obtains any necessary approvals.

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3.5 Making the Offer

- | A. Nuclear ER&D makes the offer to the candidate. If an internal selection is made, the offer is made through the candidate's immediate supervisor.
- | B. Nuclear ER&D negotiates a reporting date.
- | C. Nuclear ER&D informs immediate supervisor of acceptance/rejection of offer and reporting date.
- | D. Nuclear ER&D retains documentation to support selection in accordance with the Employee Relations Manual.

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