

### **Classified Employee Recruitment Process**

Hiring Supervisor should complete the **UW-Whitewater Classified and LTE Recruitment Approval Form** located at <http://www.uww.edu/adminaffairs/hr/manager.html> to start the recruitment process.

#### **Form Instructions:**

1. Complete the Recruitment Approval Form and obtain all approval signatures.
2. Attach your justification and an updated Position Description and Position Description Cover Sheet. (Position Description Template and instructions located here: <http://www.uww.edu/adminaffairs/hr/manager.html>)
3. Forward the signed and completed form to Human Resources & Diversity (HR&D).
4. E-mail a copy of the updated position description with cover sheet (MS Word document) to [palkowsj@uww.edu](mailto:palkowsj@uww.edu); [sextona@uww.edu](mailto:sextona@uww.edu); or [hartmans@uww.edu](mailto:hartmans@uww.edu) which will be used for the job posting.

#### **Job Posting:**

1. All permanent vacancies must be posted on the Wisconsin Employee Referral Service (WISCERS) for a minimum of eight calendar days for at-risk, layoff, or permissive transfer applicants.
2. Position vacancies are also posted on the HR&D website for transfers during the same minimum eight calendar day period.
3. Project positions must be posted on WiscJobs for a minimum of three calendar days.

#### **After Initial Posting Deadline:**

1. HR&D will provide the hiring supervisor with the names of any permissive transfer candidates that have applied. Consideration (an interview) should be offered to all qualified UWW permissive transfer applicants. (Skip to Step# 4 in the following section if transfer candidates are received.)
2. If there are no permissive transfer candidates or if no permissive transfer candidates are selected, HR&D will guide the hiring supervisor with development of a civil service examination and open recruitment announcement. (NOTE: If the vacancy is for a position filled by an OSER centered exam or a position with an existing register (i.e. custodian), HR&D will generate a certification list from the respective register and forward the names of eligible applicants to the hiring supervisor. Skip to Step #4 in the "After Open Posting Deadline" section.)
3. For exam development, the hiring supervisor will need to sign and complete an Exam Security Agreement/Job Expert Cert. <http://oser.state.wi.us/docview.asp?docid=1198>) and provide HR&D with a High Importance Job Content (HIJC) Position Description. (You will find instructions on how to "rate" your position description here: <http://oser.state.wi.us/docview.asp?docid=1363>)
4. HR&D will provide the hiring supervisor with exam samples or develop an exam draft from the HIJC Position Description. Depending upon the exam type, the hiring supervisor may need to also review the exam to provide HR&D with scoring and passing point information.
5. Once the exam has been approved by the hiring supervisor, HR&D will submit the recruitment materials and civil service exam to UW System Administration Human Resources (UWSA-HR) for approval. **(Normal process time up to 5 days)**
6. Once the recruitment and exam have been approved, a job announcement with the online exam will be posted on WiscJobs, the HR&D website, and any available free advertisement websites for a minimum of ten calendar days. If the department would

like any paid advertisement for the position (i.e. newspapers, online job boards, etc.), this can be coordinated with HR&D at the hiring department's expense.

#### **After Open Posting Deadline:**

1. After posting deadline, all examinations will be scored either electronically (for Objective Inventory Questionnaires) or by an exam rating panel (for Training and Experience Assessments).
2. Once all exams have been scored, UWSA-HR will run a statistical analysis on the exam results. **(Normal process time up to 5 days)**
3. After UWSA-HR completes exam statistics, HR&D will provide the hiring supervisor with a register of eligible applicants and resume copies.
4. The Hiring supervisor will contact eligible applicants to schedule interviews. If a large number of candidates are to be considered, telephone screening interviews can be used to create a more manageable candidate pool for in-person interviews. All candidates must be asked the same questions. (You will find OSER guidelines for conducting interviews here: <http://oser.state.wi.us/docview.asp?docid=1816>).
5. Hiring supervisor should contact the supervisory/professional references for the final candidate(s). All references must be asked the same questions.

#### **After a Selection is Made:**

1. When a final candidate is selected, a "tentative" verbal offer can be made, contingent upon a successful background check. The candidate must complete the background check form for classified employees and submit it to HR&D for processing. This form is found here: <http://www.uww.edu/adminaffairs/hr/manager.html> (Completed faxed or scanned background check forms can be forwarded to HR&D for faster processing, but the original signed document must also be sent to HR&D as the official copy.)
2. Once a "tentative" offer is accepted by the applicant, the hiring supervisor must also complete the Written Hire Reason for Classified form found at <http://www.uww.edu/adminaffairs/hr/manager.html>, obtain all approval signatures and forward to HR&D for processing. NOTE: Written offer letters are not sent to applicants until the completed Written Hire Reason for Classified
3. HR&D will notify the hiring supervisor once the background check and the Written Hiring Form is approved and provide a tentative start date to the hiring supervisor.
4. Hiring supervisor can then make a "firm" offer to selected candidate and provide HR&D with the start date and salary (where applicable). **It is preferred to start new employees on the first day of a new payroll period.** Please contact HR&D if you need information on then next pay period start date.
5. HR&D will mail an appointment letter and employment forms to the selected candidate. A benefits orientation will also be scheduled for the new employee.
6. HR&D will issue non-select letters to applicants that were interviewed but not chosen.
7. The new employee should report to HR&D either prior to or no later than their start date to provide completed employment forms and required documents to complete their I-9 Form.

#### **Office of Human Resources & Diversity-Classified Recruitment Contacts:**

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