**TAM Recruitment Checklist**

**\*\* Talent Acquisition Coordinator(s) (TACs) will verify the completion of each of the following steps in this checklist. This document must be completed and uploaded into TAM Activity and Attachments at the end of a recruitment. Keep in mind that if you are unable to provide any of the documents, make sure that an explanation is provided and uploaded in place of the document(s). For further instructions for each step, please refer to the provided Knowledge Base Documents and Slideshow\*\***

# Date Initials

**RECEIVE AUTHORIZATION TO LAUNCH A RECRUITMENT (SLIDE 3)**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Fill out the Approval Request Form Application Online [(https://my.uww.edu/recruitmentapproval)](https://my.uww.edu/recruitmentapproval) and send to Dean/Director. *HR will then send to appropriate individuals for approvals.*

*\*If anyone on your planned search team is interested in the position, they cannot move forward with the process and should not be included in any meetings. Please ask the individuals you plan to have on the search team if they would be interested*

*in this position\**

**\*If this is a Director level or above recruitment:** *The Chancellor or designee, in consultation with the Academic Staff*

*Personnel Committee, the Faculty Personnel Committee and the University Staff Council, as appropriate, appoints a committee made up of at least one University Academic staff member, one University Staff member from the unit or division, one University Faculty member, and one student.\**

**IF APPROVED: RECRUITMENT DRAFTED & POSTED BY HR (SLIDE 4)**

HR will send out email regarding posting date, deadline for applications, statement of ethics, example interview and reference questions.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Hiring Manager and HR assistant will approve the draft in TAM. It will then be posted.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Have all interview panel members fill out the **Search Team (interview panel) Statement of Ethics**

and upload into TAM. ([KB20182](https://kb.uwss.wisconsin.edu/page.php?id=20182))

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Please upload **interview (phone and campus) questions** into TAM.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Please upload **reference check questions** into TAM.

**RECRUITMENT KICKOFF MEETING (SLIDE 5)**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Schedule a recruitment kickoff meeting (if you haven’t before).

Please do the following while waiting for meeting:

1. Review and familiarize yourself with the “Best Practices for Search & Screen Committees” page, located here: <http://www.uww.edu/adminaffairs/hr/tam/tam-best-practices>
2. Explore the designated advertisement locations for the recruitment to find costs, deadlines, etc. [here](https://www.uww.edu/documents/adminaffairs/HR%20Diversity/Advertisement%20Location2.pdf)

**ADVERTISEMENT LOCATIONS: (SLIDE 6)**

Advertisement locations that HR will manage:

* UW-Whitewater Website *(our postings get scraped to Indeed.com, LinkedIn, Glassdoor and other online portals)*
* Higher Ed Jobs (AS/FA/LI)
* Job Center of Wisconsin – Department of Workforce Development
* Chronicle of Higher Education – FACULTY

Advertisement locations that the **Department and TAC will manage** will have the following minimum posting requirements:

* University Staff Positions – 14 calendar days
* Academic Staff and Faculty Positions – 30 calendar days

Vacancy announcements can be posted on bulletin boards, distributed at conferences and workshops, sent to other institutions, sent to listservs, etc.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Please upload **proof of advertisements** into TAM.

**DEADLINE TO APPLY HAS PASSED:**

**CONDUCTING INITIAL SCREENING OF APPLICATIONS: (SLIDE 8)**

HR and Hiring Manager will screen for minimums using HR’s assessment tool. Screening will occur within 5 business days of the application deadline. HR will upload the completed assessment tool into TAM.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Hiring Manager will send search members the top candidates who met qualifications. These are the

individuals whom will move onto the next stage.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Send correspondence to other applicants. ([KB20358](https://kb.uwss.wisconsin.edu/page.php?id=20358))

**CONDUCTING PHONE INTERVIEWS (OPTIONAL): (SLIDE 9)**

Conducting phone interviews is a beneficial and inexpensive way to further screen candidates.

However, if there is a very small pool of qualified individuals after the initial screen of applicants, a committee may decide to move directly to the on-campus interviews. Please email HR first regarding this decision.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Contact applicants with interview times - make sure to CC HR Assistant. ([KB20358](https://kb.uwss.wisconsin.edu/page.php?id=20358))

**Phone interviews will take place.**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Search team will let HR & Hiring Manager know their top candidates for on-campus interviews and

will send the strengths and weaknesses of each phone interview.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Please upload **phone interview schedules** and **strengths/weaknesses**for each candidate into TAM.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Send correspondence to other applicants. ([KB20358](https://kb.uwss.wisconsin.edu/page.php?id=20358))

**CONDUCTING ON-CAMPUS INTERVIEWS: (SLIDE 10)**

Approvals to conduct on-campus interviews must be received prior to inviting applicants on-campus.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Forward applicants from TAM to get approvals to bring candidates onto campus. ([KB20278](https://kb.uwss.wisconsin.edu/page.php?id=20278))

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Contact applicants with interview times - make sure to CC HR Assistant. ([KB20358](https://www.uww.edu/adminaffairs/hr/tam/tam-knowledge-base))

**On-campus interviews will take place.**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Hiring Manager will send HR the following:

* Strengths and weaknesses of each campus interview
* Final candidate recommendation
* Offer amount

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Upload **proof of approvals to conduct on-campus interviews (email string)** into TAM. ([KB20182](https://kb.uwss.wisconsin.edu/page.php?id=20182))

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Upload **campus interview schedules** and **strengths/weaknesses** for each candidate into TAM.

**APPROVAL TO MAKE VERBAL OFFER**

HR will start job offer approval line in TAM to get approved.

**CONDUCTING REFERENCE CHECKS: (SLIDE 11)**

A minimum of three reference checks need to be conducted for each candidate; HR will conduct one

from their current supervisor **and search and screen team will conduct two from the candidate’s reference list.**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Hiring Manager & search team will contact reference and ask questions from HR’s provided

reference check list that was sent prior.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Search team/Hiring Manager will send HR their completed reference checks *(summary of responses in*

*word document).*

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ Please upload **reference check results** into TAM. ([KB20182](https://kb.uwss.wisconsin.edu/page.php?id=20182))

**OFFER FULLY APPROVED IN TAM (SLIDE 12)**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ After receiving all approvals, HR will email Hiring Manager. The Division Head/Dean can make an

informal offer to the candidate(s). ([KB20117](https://kb.uwss.wisconsin.edu/page.php?id=20117)) When extending an offer, let the finalist(s) know that it is contingent upon passing of the criminal background check. HR will send suggested start date for applicant.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ **Please send correspondence to other applicants who did not receive an offer.** \_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ If the finalist(s) have accepted informal offer– **(SLIDE 13)**

* Complete the [**New Hire Notification**](https://uwwhitewater.co1.qualtrics.com/SE/?SID=SV_dg9a4pWdb0a5w9L&Q_JFE=0) form, *which will notify Human Resources & Diversity to*

*send the Background Check and New Employee Paperwork to the candidate(s).*

* Fill out TAM Hire Form here: [**http://www.uww.edu/adminaffairs/hr/tam/tam-forms**](http://www.uww.edu/adminaffairs/hr/tam/tam-forms) and route for signatures. Follow the Recruitment & TAM Approvals Flowchart found in the same location of the hire form.

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ If offer is declined, contact HR to discuss next steps

\*\* Onboarding/New Employee Benefits Orientation – please contact Stephanie Hartmann, Benefits

Specialist, with any benefits related questions at hartmans@uww.edu \*\*

**RECORDS RETENTION: (SLIDE 15)**

\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ ☐ HR will ensure all documents are uploaded into TAM. Please make sure you have sent them these

items.

* Position Description
* Organizational Chart (non-instructional staff)
* Titling Memo (if appropriate)
* Search Committee – Statement of Ethics
* Assessment Tool for Minimum & Desired Qualifications
* On-Campus Interview Questions
* Reference Check Questions
* Proof of Advertisement Locations (screenshot or receipt)
* Completed Assessment Tool for Minimum & Desired Qualifications
* Phone Interview Questions, Schedule, Results (if conducted)
* Proof of Approvals to conduct On-Campus Interviews
* On-Campus Interview Schedule
* On-Campus Interview Results
* Reference Check Results
* Completed TAM Recruitment Checklist