



Recruitment Process Checklist

Step 1. The Hiring Manager receives approval to launch the recruitment (if faculty/instructional – Dean and Provost if it's non-faculty – Dean/Vice Chancellor/Division Head).

The following documents are required:

- a. Complete the "Recruitment Approval Request" on the HR website under the "Recruitment" Tab
 - i. Fill out all sections of the fillable online form
 1. TAC (Not from the HR department) – Talent Acquisition Coordinators have access to see job openings that they have been granted access to. They cannot view sensitive information such as ethnicity and gender nor are they approvers. However, they can take actions on an applicant such as corresponding with applicants and changing the Applicant's Status. Common TAC(s) include Department Chairs, Dean or Director - Academic Department Associates, Deans Assistants, Program Assistants, Search and Screen Committee Chairs, Office Associates, etc.
 2. Hiring Manager – Hiring Managers are granted access to see job openings within their department. Their role is to oversee the entire recruitment process. Common Hiring Manager(s) include Deans/Directors, Department Chairs/Supervisors, and Division Administrators.
 3. Search and Screen Committee members (SSC) (Hiring Manager selects) - The Search Committee Member's roles are to screen for desired qualifications and interview candidates. They do not have access to the applications but receive resumes of the candidates who meet minimum qualifications (HR & Hiring Manager screen for minimums). It is required that a search committee/interview panel have at least three members. ** Please note that for faculty searches, search and screen committee members will have access to applicant data in Workday.
 4. HR Business Partner (HRBP) – This will be your Human Resources point of contact throughout the recruitment
 - ii. Position Description (must be a Word document)

Step 2. HR Business Partner will create the recruitment/job requisition in Workday

- a. HR will post to
 - i. Higher Ed Jobs
 - ii. UWW website
 - iii. UW self-service careers
 - iv. Job center of WI
 - v. Chronicle of Higher Ed
- b. If the department wishes to post elsewhere, the Hiring Manager or TAC (Talent Acquisition Coordinator from the department)
 - i. The Department is responsible for posting (for example: LinkedIn)
 - ii. The Department is responsible for the cost
 - iii. The Department MUST email proof of advertisement to their HRBP

Step 3. After the recruitment is posted, HR Business Partner will send the Assessment Tool template to the hiring manager, TAC, and Search and Screen Chair

Step 4. Hiring Manager, TAC or Search Committee Chair must have ALL individuals on the Search and Screen or anyone who will be screening, interviewing, and rating candidates sign the Search and Screen Statement of



Ethics (found on the HR website under “Best Practices for Search & Screen Committees”) and ALL individuals must have completed Unconscious Bias Training (in Canvas) after October 15, 2022. It is no longer required to be taken annually but must have been completed after 10/15/2022. If a member of the Search and Screen Committee has not completed the Unconscious Bias Training they will be added to the course and sent a notification

- a. TAC to email signed Statement of Ethics forms to their HRBP (preferably as 1 document)

Step 5. Once a posting closes

- i. Hiring Manager to screen applicants for minimum qualifications (using Assessment Tool template)
- ii. HR Business Partner will send their assessment of minimum qualifications to the Hiring manager (with the exception of faculty searches- HRBP does not screen for minimum qualifications)
- iii. If there are any discrepancies, HRBP and Hiring manager can discuss
- iv. Once minimum qualifications are agreed upon, HR will retain a copy of the final Assessment for Minimums in the designated Recruitment Folder
- v. At this point candidates who did not meet minimums should be corresponded with. Examples of correspondence can be found in the email that is sent once the Recruitment is posted

Step 6. Hiring Manager prepares to conduct phone interviews

- a. If less than 3-5 candidates, you may request from HRBP to skip phone interviews
 - i. Skip to Step 9 if HR approves that no phone interviews are needed
- b. Hiring Manager to send HR Business Partner Phone and Campus interview questions for HR approval
- c. Once HR approves a copy of the approved questions will kept on file

Step 7. Search and Screen Committee conducts phone interviews

Step 8. Upon Search Committee completion of phone interviews (if needed)

- a. After phone interviews are conducted, the Hiring Manager is to send the HR Business Partner Strengths and Weaknesses, no personal notes, just a summary of results from the interviews to be approved
- b. Once HR’s approvals of the SWOT are received, HR will retain a copy of the SWOT on file

Step 9. After phone interviews (or if HR gave permission to skip phone interviews) Hiring Manager or TAC to send names of candidates to be brought on-campus for interviews to the Division Head, HRBP, and SSC. Ask all parties to Reply All “Approved” if they agree to candidates coming to campus.

- a. HRBP and Division Head need to approve candidates via email being brought to campus
- b. If SSC has concerns about any candidates, needs to mention this to HRBP

Step 10. HRBP will enter approved candidates for On-Campus interviews into SkillSurvey to run Professional Reference Checks while On-Campus interviews take place (if recruiting for a Custodian see Step 14)

Step 11. On-campus interviews to be Conducted

Step 12. Once on-campus interviews are completed

- a. Send HRBP Updated Strengths and Weaknesses (no personal notes, just summary of results) of finalists to be reviewed
- b. If HRBP has questions, they will follow up with the Hiring Manager
- c. Copy of approved Strengths and Weaknesses will be kept on file

Step 13. HRBP will send SkillSurvey Professional Reference Check results to Primary Hiring Manager for review

Step 14. If recruiting for a Custodian

- a. The hiring Manager or Search Committee Chair will conduct reference checks
- b. Prior to conducting reference checks, send reference check questions to HRBP for approval



- c. A minimum of one reference check needs to be conducted for the selected candidate(s) (these can be completed by the Hiring Manager or the SSC chair)
- d. Once reference check is completed- send the results to you HRBP. HR will keep on file HR approved Reference Check Questions and proof of the completed reference check

Step 15. The hiring Manager to email the HR Business Partner the name of the candidate and the offer amount

- a. HR Business Partner will send "Offer Approval Email"
- b. Once approved – Dean/Director/Division Head/Primary Hiring Manager can make the verbal offer to the candidate

Step 16. Verbal offer made to candidate – All verbal offers are contingent on the Chancellor's final signature and completion of reference and criminal background checks. This should be communicated to the candidate when making the verbal offer

- a. If the candidate accepts the verbal offer
 - i. TAC or Hiring Manager to send all non-selected candidates a correspondence
- b. If the candidate rejects the verbal offer
 - i. The hiring manager can recommend an alternative candidate (see Step #13)
 - ii. The hiring manager can elect to fail the search
- c. Counteroffer
 - i. Can negotiate if approval to do so is given by the Dean/Division Head
 - ii. If a new offer amount is agreed upon, see Step #14

Step 17. The Hiring Manager to complete the hire by submitting the following:

- a. "Online Hire Form" found on our webpage under "Recruitment"
- b. At this point all non-selected candidates should be corresponded with. Examples of correspondence can be found in the email that is sent once the Recruitment is posted

WHAT NEEDS TO BE SAVED in the RECRUITMENT/REQUISITION FILE – HR will contact you if these are not received

- Search Committee – Statement of Ethics
- Screening Matrix for Minimum & Desired Qualifications
- On-Campus Interview Questions
- Proof of Advertisement Locations (screenshot or receipt)
- Phone Interview Questions, Schedule, Results (if conducted)
- Proof of Approvals to conduct On-Campus Interviews
- On-Campus Interview Schedule, Results

SCREENING APPLICANTS

- You can start as soon as they apply (fill out the Assessment for Mins)
- Minimum of 2 people need to review (HRBP and Hiring Manager)
- If the applicant doesn't meet the minimums
 - No interview
 - Don't need to screen for desired qualifications
- Avoid conversations about applicants via email, in public places, and outside of closed doors
- Assessment for Mins should NOT have numbers. Use words like:
 - No evidence, acceptable evidence, strong evidence



INTERVIEWING

- Interviewing questions need to be approved by HR Business Partner
 - Can find samples of questions on our website under the “Best Practices for Search & Screen Committees” tab
- Minimum of 3 interviewers in ALL interviews
- When creating Strengths and Weaknesses Documents
 - NO personal notes
- **(Director Level or Above Only)** Open Forum – Notices
 - For forums regarding Dean-level or above positions, submit via announcements.uww.edu. The rules for this are stated in the broadcast email guidelines, as approved by the cabinet
 - For forums regarding Director-level positions, submit via news@uww.edu
 - For positions below the Director-level, it is up to the search committee and the position’s department to advertise to interested parties.
 - For all open forums those outside of the search and screen committee will be asked to submit their questions for approval prior to the open forums taking place

REFERENCE CHECKS

- HR will submit candidates into Skill Survey (this is done once a candidate accepts an invitation to an on campus interview)

OTHER INFORMATION

- HR Business Partner sends out informative emails throughout the process – PLEASE read through these and follow the steps
- Recruitment process is HIGHLY confidential – by signing the search and screen Statement of Ethics, you understand the importance of this
- By submitting all the required documents to HR, we are making sure there will be no issues when we are audited or asked for an open records request