**Recruitment Process Checklist**

1. 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:

* 1. Complete the “Recruitment Approval Request” on the HR website under “TAM”
     1. Assignments and Ads Form
        1. TAC (Not from the HR&D department) – Talent Acquisitions 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 Prepare Job Offer and Change Applicant Status.  Common TAC(s) include Department Chairs, Dean or Director - Academic Department Associates, Deans Assistants, Program Assistants, Search & 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 (Hiring Manager selects) - 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 TAM.
     2. Department Org Chart
     3. Position Description (must be a Word document)

1. Hiring Manager or Search Committee Chair must have ALL individuals on the Search and Screen or anyone who will be screening, interviewing, rating candidates sign the Search and Screen Statement of Ethics (found on the HR website under “TAM Forms”) 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.
   1. TAC to upload signed Statement of Ethics forms into TAM (activity and attachments section)
   2. If forms are not uploaded, position will not be posted
2. HR Business Partner will DRAFT the recruitment in TAM
   1. Hiring Manager must review and then approve the draft in TAM
   2. Once approved by Hiring Manager, then HR Business Partner will post to
      1. Higher Ed Jobs
      2. UWW website
      3. UW self-service careers
      4. Job center of WI
      5. Chronicle of Higher Ed
   3. If the department wishes to post elsewhere, Hiring Manager or TAC (Talent Acquisition Coordinator from department)
      1. The Department is responsible for posting (example: LinkedIn)
      2. The Department is responsible for cost
      3. The Department MUST upload proof of advertisement TAM
3. After the recruitment is posted, HR Business Partner will send Assessment Tool template to hiring manager
4. Once a posting closes
   * 1. Hiring Manager to screen applicants for minimum qualifications (using Assessment Tool template)
     2. HR Business Partner will send their assessment of minimum qualifications to the Hiring manager (with the exception of faculty searches- HRPB does not screen for minimum qualifications)
     3. If there are any discrepancies, HRBP and Hiring manager can discuss
     4. Once minimum qualifications are agreed upon, then the TAC will upload HR Business Partner’s and Hiring Manager’s completed assessments of minimums into TAM
5. Hiring Manager prepares to conduct phone interviews
   1. If less than 3-5 candidates, you may request from HRBP to skip phone interviews
      1. If HR approves, TAC to upload proof of approval to skip phone interviews into TAM
      2. Skip to Step 9 if HR approves that no phone interviews are needed
   2. Hiring Manager to send HR Business Partner Phone and Campus interview questions for HR approval
   3. TAC to UPLOAD HR proof of interview questions approval (via email) INTO TAM
6. Search and Screen Committee conducts phone interviews
7. Upon Search Committee completion of phone interviews (if needed)
   1. After phone interviews are conducted, Hiring Manager to send HR Business Partner Strengths and Weaknesses, no personal notes, just a summary of results from the interviews to be approved
   2. Once HR’s approvals of the SWOT are received, TAC to UPLOAD strengths and weaknesses into TAM (this is on the Assessment Tool)
8. After phone interviews (or if HR gave permission to skip phone interviews) Hiring Manager to send names of candidates to be brought on-campus for interviews to Division Head, HRBP, and SSC.
   1. HRBP and Division Head need to approve candidates via email being brought to campus
   2. If SSC has concerns about any candidates, need to mention this to HRBP
   3. TAC to UPLOAD approval email string into TAM
9. On campus interviews to be Conducted
10. Once on campus interview are completed
    1. Send HRBP Updated Strengths and Weaknesses (no personal notes, just summary of results) of finalists’ to be reviewed
    2. If HRBP has questions, they will follow up with Hiring Manager
    3. TAC to UPLOAD final strengths and weaknesses into TAM
11. Hiring Manager or Search Committee Chair will conduct reference checks
    1. Prior to conducting reference checks, send reference check questions to HRBP for approval
    2. Hiring Manager to Conduct reference checks after HRBP approval of questions
    3. TAC to UPLOAD completed proof of approval and completed reference check questions into TAM
12. SSC makes recommendation of selected candidate to the Hiring Manager
13. Hiring Manager to email the HR Business Partner the name of candidate and offer amount
    1. HR Business Partner will set up approval of offer string in TAM
    2. Once approved – Dean/Director/Division Head/Primary Hiring Manager can make the verbal offer to the candidate
14. 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
    1. If candidate accepts the verbal offer
       1. TAC or Hiring Manager to send all non-selected candidates a correspondence
    2. If candidate rejects verbal offer
       1. Hiring manager can recommend alternate candidate (see Step #13)
       2. Hiring manager can elect to fail the search
    3. Counter offer
       1. Can negotiate if approval to do so is given by the Dean/Division Head
       2. If new offer amount is agreed upon, see Step #14
15. Hiring Manager to complete the hire by submitting the following:
    1. “New Hire Background Check Notification” found on HR webpage
    2. “TAM hire form” found on our webpage under “TAM Forms”

**WHAT NEEDS TO BE UPLOADED INTO TAM – HR will contact you if these are not uploaded**

* + - Search Committee – Statement of Ethics
    - Proposed Recruitment Timeline (optional)
    - Screening Matrix for Minimum & Desired Qualifications
    - On-Campus Interview Questions
    - Reference Check Results
    - Proof of Advertisement Locations (screenshot or receipt)
    - Completed Screening Matrices
    - Phone Interview Questions, Schedule, Results (if conducted)
    - Proof of Approvals to conduct On-Campus Interviews
    - On-Campus Interview Schedule, Results
    - Reference Check Results (or justification if not conducted)

**SCREENING APPLICANTS**

* You can start as soon as they apply (fill out the Assessment for Mins)
* Minimum of 2 committee members need to review
* If applicant doesn’t meet 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
* When uploading into TAM
  + Upload **ONE** screening document with signatures or initials of all individuals who screened once the Job Posting has closed

**INTERVIEWING**

* Interviewing questions needs to be approved by HR Business Partner
  + Can find samples of questions on our website under TAM tab
* Minimum of 3 interviewers in ALL interviews
* When uploading into TAM
  + Upload **ONLY** strengths and weaknesses
  + NO personal notes

**REFERENCE CHECKS**

* HR has to approve reference check questions
* One person can do reference checks
* When uploading into TAM
  + Upload reference check questions
  + AND results of reference checks for EACH candidate who had on-campus interviews

**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 uploading all the required documents, we are making sure there will be no issues when we are audited or asked for an open records request