|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | UNIVERSITY STAFF HIRING | Image result for check IconUS Checklist |
|  |  |  |
|  |
| **Purpose of the Checklist:** To provide steps to work through the University Staff recruitment process from beginning to end. **What You Will Need:**  Forms or additional materials are identified per step and linked via the Document icon. All forms needed to complete the recruitment process are available on the [UWSP Recruitment Forms website](https://www3.uwsp.edu/hr/Pages/Recruiting/Recruitment-Hiring-Process.aspx) or in the side menu. Additional resources are available Recruitment OneDrive linked on the Recruitment Forms website. |
|  |  |  |
| **Instructions** | **Who is Responsible** | **Approval**  | **Date** |
| PRE-SEARCH |  |
| 1. Establish/verify a need in the work unit
 | Direct Supervisor | N/A |  |
| 1. Image result for Document VectorComplete a **Position Justification** using the Position Justification process available on our Recruiting/Hiring E-Forms page.
 | Direct Supervisor *Department/Unit* | Approval Chain*ex. Director, Dean, Provost* | Click or tap to enter a date. |
| *Hint: Be sure to send the search and screen committee members to HR. There is no minimum number for the committee make-up and the hiring authority can participate. HR recommends more than one committee member where possible.*  |
| 1. Image result for Document VectorCommittee members sign the **UWSP Search & Screen Confidentiality Agreement** and retains this document in their local search file.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Image result for Document VectorComplete the **Position Self-Evaluation American with Disabilities Act Form** and retain this document in the local search file.
 | Search & Screen with Direct Supervisor or Hiring Authority  | N/A | Click or tap to enter a date. |
| 1. Watch the **Recruitment Training** using the link in the Recruitment OneDrive as linked on the Recruitment/Hiring page (*recommended*).
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Register for the **Ethical and Equitable Search Training** using the link on the Recruitment/Hiring page (*required*).
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Once all forms are submitted and approved, HR will post the position. Committee then sends out additional recruitment materials.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| *Hint: All University Staff searches are posted for a minimum of two weeks.*  |
| SEARCH |
| 1. Image result for Document VectorEmail screening device to hr@uwsp.edu. Once approved, upload into TAM.
 | Search & Screen Committee | HR | Click or tap to enter a date. |
| 1. Screen applicants using the approved screening device, determine if conduct phone interviews. Upload interview & reference questions to TAM.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Notify your HR Recruitment Contact with an email when you bring candidates to campus or submit the template on our website.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Notify HR of which candidate(s) need to complete a **Criminal Background Check (CBC) Release**.
 | Search & Screen Committee | HR | Click or tap to enter a date. |
| 1. HR will send the Criminal Background Check information to the candidate(s) identified.
 | Human Resources | N/A | Click or tap to enter a date. |
| SEARCH CONTINUED… |
| 1. Assess candidates based on the on-campus interviews
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Notify your HR Recruitment Contact when you are ready to make an offer via email or submit the template available on our website.
 | Search & Screen Committee | HR | Click or tap to enter a date. |
| *Hint: Notify the other applicants in the pool (not the other finalists) that they have not been selected for the search* |
| OFFER, ACCEPTANCE, AND HIRE |
| 1. After HR receives finalist information/approval of the Finalist Appraisal, HR emails the hiring authority that requests information for the intended hire (i.e. name, start date, salary).

Hiring authority responds, allowing HR to run the CBC and a Sexual Harassment Reference Check (SHRC) per UW System Policy 1275. | Direct Supervisor, Hiring Authority, HR | HR | Click or tap to enter a date. |
| 1. Reference Checks are conducted, if not already completed. **Submit all reference checks to HR.**
 | Direct Supervisor or Hiring Authority | N/A | Click or tap to enter a date. |
| 1. HR Receives CBC results and reference check results and notifies Hiring Authority to make the verbal offer.
 | HR, Hiring Authority | N/A | Click or tap to enter a date. |
| 1. Hiring Authority notifies HR that verbal offer is accepted. HR creates the appointment letter, orientation schedule, and welcome email.
 | Direct Supervisor, Hiring Authority, HR | N/A | Click or tap to enter a date. |
| 1. Image result for Document VectorComplete the **Rejected Offers Survey**, available on the Recruitment/Hiring Process webpage.
 | Search & Screen Committee Chair, Direct Supervisor, Hiring Authority | HR | Click or tap to enter a date. |
| 1. Notify the other finalists the position has been filled.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |
| 1. Shred all notes from the recruitment.
 | Search & Screen Committee | N/A | Click or tap to enter a date. |