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|  | FACULTY, ACADEMIC STAFF  & LIMITED HIRING | | | | | Image result for check Icon  FASLI Checklist | |
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| **Purpose of the Checklist:** To provide steps to work through the Faculty, Academic Staff, and Limited 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. | | | | | | | |
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| **Instructions** | | | **Who is Responsible** | | **Approval Needed** | | **Date** |
| PRE-SEARCH | | |  | | | | |
| 1. Establish/verify a need in the work unit | | | Direct Supervisor | | N/A | |  |
| 1. [Image result for Document Vector](https://eforms.uwsp.edu/form.aspx?pid=437e63f1-d262-48a8-9537-504eb3d5ceb2&formid=812b9de4-191f-4a00-90cd-196e90064bc6&forminstid=&tlid=&wfinstid=&prinstid=&linkwfid=&linkprid=&testmode=&nottask=&CTConfigure=&CTRun=&CTContainerFORMID=&CTContainerWFID=&CTContainerRULEID=&CTContainerPRID=&parsecontrols=&completepage=&completepageprompt=&completetext=&findtask=&INFOMSG=&caseinstid=)Complete a **Position Justification** using the Position Justification process available on our Recruiting/Hiring E-Forms page. *HR to determine if position needs to be (re)titled.* | | | Direct Supervisor *Department/Unit* | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Form1-6.21.2017.docx)Once the Position Justification is approved and a title is assigned, complete a **Position Announcement** | | | Direct Supervisor *Department/Unit* | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Form3-030618.pdf)Identify the search and screen committee and submit the **Search and Screen Committee Composition** Form to HR | | | Direct Supervisor, Hiring Authority  *Department/Unit* | | N/A | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/UWSP%20Confidentiality%20Agreement%20(9).doc)Committee members sign the **UWSP Search & Screen Confidentiality Agreement** and retain this document in their local search file | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Site%20Documents/Human%20Resources/Recruitment/Position%20Self%20Evaluation%20-%20Form%202.pdf)Complete the **Position Self-Evaluation American with Disabilities Act Form** and retain this document in the local search file. | | | Search and Screen Committee with Direct Supervisor/Hiring Auth | | N/A | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Site%20Documents/Human%20Resources/Recruitment/Recruitment%20Plan%20-%20Form%204.pdf)Complete the **Recruitment Plan Form** and submit to HR. *This is the last form that needs to be submitted for HR to post the position.* | | | Search and Screen Committee with Direct Supervisor/Hiring Auth | | 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 and 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 and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. Once all forms are submitted & approved, HR will post. Committee sends out recruitment materials. | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |
| *Hint: All Faculty searches are posted to the Chronicle for 30 days per DOL requirements.* | | | | | | | |
| SEARCH | | | | | | | |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Initial%20Screening%20Tool.docx)Email screening device to [hr@uwsp.edu](mailto:hr@uwsp.edu). Once approved, upload into TAM. | | | Search and Screen Committee | | HR | | Click or tap to enter a date. |
| 1. Screen applicants using the screening device, determine if conduct phone interviews. Upload interview & reference questions to TAM. | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Form7.docx)Submit the **Interview Request and Applicant Log**. Attach Finalists Resumes/CVs and Cover Letters. The Form must be approved before campus interviews are scheduled. | | | Search and Screen Committee | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. Once the Interview Request is approved, schedule and conduct on-campus interviews. Notify HR of which candidate(s) need to complete a **Criminal Background Check (CBC) Release**. | | | Search and Screen Committee | | N/A | | 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. |
| *Hint: To expedite the process, request that candidates invited to on-campus interviews also bring official transcripts.* | | | | | | | |
| 1. Assess candidates based on the on-campus interviews | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Form9.docx)Submit the **Finalist Appraisal Form**. | | | Search and Screen Committee | | Hiring Authority and 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 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. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/FORM%2010-UPDATED.docx)Submit **Recommendation for Faculty or Academic Staff Appointment** and the **Personnel Appointment Form (PAF)** with transcripts. | | | Direct Supervisor, Hiring Authority | | Approval Chain  *ex. Director, Dean, Provost* | | Click or tap to enter a date. |
| 1. [Image result for Document Vector](https://www3.uwsp.edu/hr/Documents/Form9.docx)Complete 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 and Screen Committee | | N/A | | Click or tap to enter a date. |
| 1. Shred all committee notes from the recruitment. | | | Search and Screen Committee | | N/A | | Click or tap to enter a date. |