**University Staff Supervisor Recruitment Checklist**

**TO START THE SEARCH:**

[ ]  Send HR updated position description including; KSA section (Knowledge, Skills & Abilities)

[ ]  Send HR updated organizational chart

[ ]  Fill out and submit required recruitment forms for approval to line officer and appropriate Vice Chancellor’s Office. (Forms and instructions at [www.uwsp.edu/hr](https://www3.uwsp.edu/hr/) under Supervisor Forms)

**COMPENSATION ANALYSIS:**

[ ]  Compensation analysis for other positions on campus with the same title or similar titles. (Request salary report from HR.)

**COMMUNICATE TO HR WHERE YOU WANT TO POST JOB:**

[ ]  TAM (Required)

[ ]  UWSP HR Site (Required)

[ ]  MOD (Required)

[ ]  Job Center of Wisconsin/Department of Workforce Development (Required)

[ ]  HigherEdJobs.com

[ ]  Other areas and additional sites:

**SCREENING CRITERIA (SEND TO HR):**

[ ]  Do you want any screening questions in TAM? Contact HR before the position is posted in TAM.

[ ]  Create questions (send to HR)

[ ]  Create 5-8 competencies used to screen applicants (send to HR)

[ ]  Other (create job related exercise for finalists)

**REVIEW APPLICANTS AND SET UP INTERVIEWS:**

[ ]  Conduct interviews (phone, skype, in person)

[ ]  Send interview schedule to HR for hiring file

[ ]  Complete 2 reference checks on finalist

[ ]  Send hiring justification to HR

 (HR completes the background check, physical assessment, makes official offer, sets up official start date, and sends hire letter to candidate copying supervisor)

**AFTER OFFER HAS BEEN MADE:**

[ ]  Review HR hire letter for start date and orientation times

[ ]  Use hiring checklist for new employees on the HR website [www.uwsp.edu/hr](https://www3.uwsp.edu/hr/)

OTHER NOTES: