**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: