



UW-La Crosse Human Resources Checklist & Inventory for:

HRP Pre-Recruitment Checklist

The University of Wisconsin-La Crosse Office of Human Resources is committed to serving our campus stakeholders in a manner that prepares them for success. This checklist and inventory are to help guide the conversations of Human Resource Partners when learning of a new vacancy or new position that is being prepped for recruitment. This conversation will be between the supervisor and HR. HR will learn how it can support.

Pre-Recruitment Checklist

- Discuss position and needs of the department.
- Discuss the specific qualifications or skills that the ideal candidate will possess.
- Discuss the recruitment strategy.
- Discuss an advertising strategy.
- Discuss how might the advertising strategy be improved to ensure a diverse applicant pool.
- Review the communications that the candidates will see and at what intervals.
- Review the Search and Screen Process and Procedures.
- Discuss adding in 'automatic disqualification' questions.
- Discuss adding in additional screening questions.
- Discuss adding the La Crosse Chamber "First Friend" program.

Additional notes:

Chair/Supervisor Name: _____

Employee ID #: _____

HR Partner Sign Off: _____

Date: _____

**This document should be placed in the employee's electronic/p-file upon completion.*