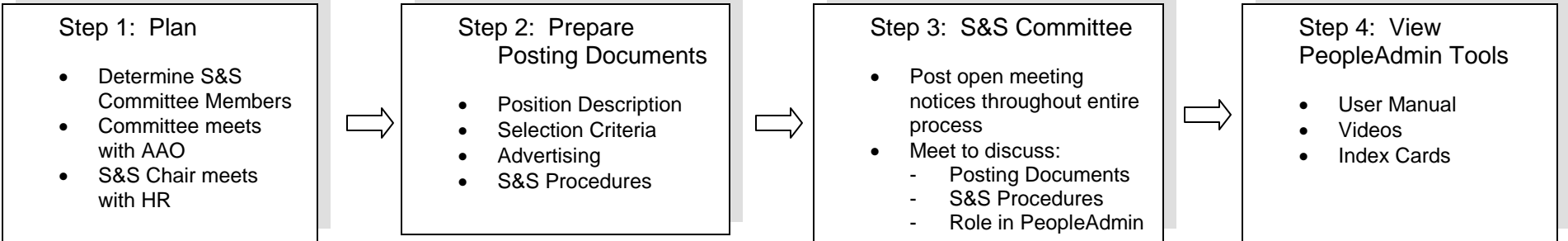
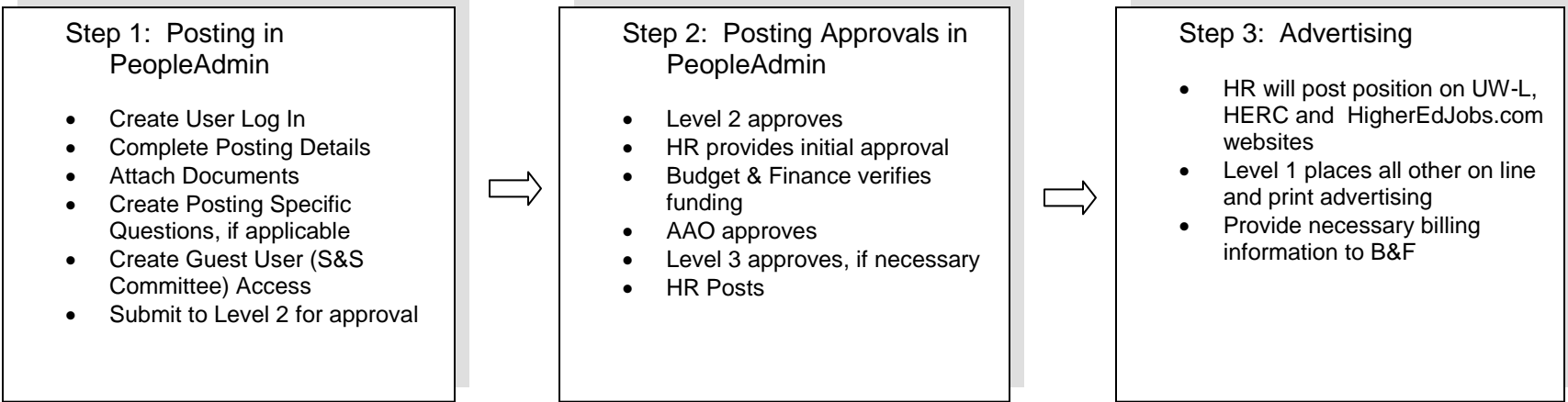


PRE-POSTING ACTIVITIES



POSTING ACTIVITIES



INTERVIEWING ACTIVITIES

Step 1: Prepare Interviewing Documents

- Review Interviewing Tools
- Create Behavioral and Job Specific Interviewing Questions
- Create Reference Checking Questions
- Attach to Documents tab in PeopleAdmin and notify AAO



Step 2: Review Applications

- Meet with S&S Committee to review and Tier applicants
- Conduct phone screens
- Change applicant statuses in PeopleAdmin
- Send e-mail notification to Tier 3 applicants
- Gain approvals through PeopleAdmin for on-site interviewing



Step 3: Conduct Interviews

- Schedule on-site interviews with Tier 1 applicants
- Conduct on site interviews
- Check references
- Provide candidates with:
 - travel reimbursement tools
 - interviewing itinerary
 - information on UW-L
 - information on LAX

HIRING ACTIVITIES

Step 1: Candidate Selection

- Change status in PeopleAdmin of applicant(s) Recommended for Hire
- Gain approvals via PeopleAdmin
- Extend verbal offer



Step 2: Hiring Paperwork

- Level 2 completes Hiring Proposal in PeopleAdmin
- Review Hiring of Int'l Applicants tool
- Send out letters to remaining Tier 1 and Tier 2 applicants
- Provide to HR:
 - copies of ads
 - S&S minutes
 - samples of any correspondence to applicants
 - e-mail approvals if salary offered is above target



Step 3: HR Responsibilities

- Designate the position as "filled" in PeopleAdmin
- Conduct CBC
- Draft contract
- Notify when CBC is clear and contract is returned