

POOL RECRUITMENT USING PEOPLEADMIN



Recruitment Roles in Pool Hiring Process

Level 1 = Dept. Chair

- Work with HR to create pool posting
- Meet with Guest Users (SS committee) to determine who to interview
- Interview (no approvals needed to interview – questions need to be approved by AAO)
- Change status of interviewed applicants to “POOL – Interviewed”
- Receive offline approval from Level 2 to proceed with process and notify HR
- Complete Hiring Proposal (instructions on upcoming slide)
- Extend verbal offer(s) after all approvals have been obtained (**OFFER(S) CONTINGENT UPON RESULTS OF CRIMINAL BACKGROUND CHECK**)

Pool Recruitment Roles cont'd.

Level 2 = Dean / Director

- Review / approve pool posting
- Approve hire(s) by sending posting to Budget & Finance

Budget and Finance

- Verify funding in Posting Details and Hiring Proposal
- Send pool posting forward to AAO or back to Level 2 at Request to Hire stage

Affirmative Action

- Approve hire(s) by sending pool posting to Level 1 to make offer(s)

Pool Recruitment Roles cont'd.

Human Resources

- Work with Level 1 to create pool posting
- Duplicate posting at Request to Hire stage
- Copy applicants being offered positions to duplicate posting
- Conduct CBC
- Designate duplicated posting as “filled”

Academic Dept. Associate

- No responsibilities in pool process in PeopleAdmin, unless requested by Chair

Differences in Processes

REGULAR UNCLASSIFIED PROCESS:

- ❑ ADA assistance
- ❑ Level 3 approvals required
- ❑ Tiering applicants
- ❑ Communication to Tier 2 and 3 applicants
- ❑ Offers by Level 2
(contingent upon CBC)
- ❑ Level 2 completes Hiring Proposal

POOL PROCESS:

- ❑ No ADA assistance
- ❑ No Level 3 approvals required
- ❑ No tiering of applicants
- ❑ No applicant communication
- ❑ Level 1 completes Hiring Proposal
- ❑ Offers by Level 1
(contingent upon CBC)

Documents

Level 1 will be required to upload the following Documents into the Pool posting:

- ❑ Selection criteria
- ❑ Reference questions
- ❑ Interview questions
- ❑ Electronic advertising text
(to be used for UW-L web site as well as any other electronic ads you wish to place)



Level 1 – Completion of Hiring Proposal

A Hiring Proposal must be completed for each candidate being considered, including:

- Candidate(s) name(s)
- Salary
- Start Date
- Contract Details
 - Course(s) being taught
 - %age of appt.
 - Length of appt.
 - Funding acct. #(s)
 - Funding details for division budget reconciliation (eg. backfill, extra section, sabbatical)

Applicants	Posting Details	Documents	Posting Specific Questions	Disqualifying / Points	Guest User	Hiring Proposal	Comments	Notes / History	Reference Letters
To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.									
Existing Entries									
No Records Found									
Add New Entry									
To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.									
* Required information is denoted with an asterisk.									
* Candidate Selected:	No Response ▾								
Salary:	<input type="text"/>								
* NOTE: If actual salary is above target salary, HR must have B&F approval before contract can be generated.									
* Start Date:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY							
* Credited years of experience:	▾								
Contract Details: (pool % of appt, faculty start up cost detail, addt'l info)	<input type="text"/>								
Faculty/IAS Only									
Probationary Period:	▾								
Relocation expense:	<input type="text"/>								
Start up cost:	<input type="text"/>								
MOA - Lecturer:	No Response ▾								
International Hire:	No Response ▾								
ADD ENTRY									
CANCEL									

Pool Applicants



- Pool applicants will remain active in PeopleAdmin for 2 years at-which-time they will be notified via system-generated email that their application is expiring and they must re-apply to continue to be considered.
- Pool applicants will be notified during the application process that UW-L will not support a visa and that the applicant is required to be a citizen or national of the U.S., a lawful permanent resident, or an alien authorized to work in the U.S.
- Pool applicants will be notified via PeopleAdmin that their application may or may not appear multiple times and that this does not signify anything to be concerned about. It is just our internal processes at work.

Pool Applicants cont'd

Pool applicants will be required to complete and/or upload the following materials:

□ General application, including:

- Employment history
- Education

□ Cover letter

□ Curriculum vitae

□ Reference contact information



Miscellaneous

- Internal users will receive the appropriate emails from “HRServices” notifying them that an action needs to be taken or has been taken.
- Positions cannot be offered until all approvals have been received.
- Level 1 needs to include in the verbal offer that the “*offer is contingent upon the results of the criminal background check*”.
- HR recommends that Level 1 does not send communication to pool applicants not being considered as they may be considered in the future for another pool position.
- Level 1 may contact pool applicants who were interviewed, but not selected. We recommend that you indicate to them that they may be considered for future pool openings.
- **Contact Human Resources to start your pool posting and with questions.**