

## SEARCH AND SCREEN COMMITTEE RECRUITMENT PROCESS

**NOTE:** PRIOR TO THE START OF THE RECRUITMENT PROCESS, THE POSITION DESCRIPTION MUST BE APPROVED IN PEOPLEADMIN – **POSITION MANAGEMENT**

### PRE-RECRUITMENT ACTIVITIES

#### Step 1: Plan

- Determine S&S Committee Members
- Committee meets with AAO
- S&S Chair meets with HR
- Committee reviews search and screen procedures



#### Step 2: Prepare Recruitment Documents

- Selection Criteria
- Advertising text
- Committee composition
- Organizational chart or list of direct reports (if supervisory)



#### Step 3: S&S Committee

- Submit open meeting notices at least 24 hours in advance of each meeting to [hrservices@uwlax.edu](mailto:hrservices@uwlax.edu)
- Meet to discuss:
  - Recruitment Documents
  - S&S Procedures
  - Roles in Process

### RECRUITMENT ACTIVITIES

#### Step 1: Recruitment in PeopleAdmin

- Upload recruitment documents
- Submit to Level 2 for approval



#### Step 2: Recruitment Approvals in PeopleAdmin

- Level 2 approves
- HR provides initial approval
- Budget & Finance verifies funding
- AAO approves
- Level 3 approves, if necessary
- HR posts



#### Step 3: Advertising

- HR will post position on UWL career opportunities site and place other ads which may include Chronicle of Higher Ed, HEJ.com, HERC and Job Center of Wisconsin web sites, and UWL LinkedIn and HR Facebook
- Level 1 places all other on line and print advertising
- If applicable, provide necessary billing information to Accounts Payable

## INTERVIEWING ACTIVITIES

### Step 1: Preparation and Review of Interviewing Documents

- Review interviewing tools
- Create phone/video conf. and on campus interview questions and reference questions
- Email interview and reference questions to HR for review, approval, and upload to PeopleAdmin



### Step 2: Review of Applicants

- Meet with S&S Committee to review and tier applicants
- Conduct phone/video conf. interviews
- Conduct reference checks
- Change applicant statuses in PeopleAdmin
  - Tier 1
  - Tier 2
  - Tier 3



### Step 3: Conduct On Campus Interviews

- Gain approvals through PeopleAdmin for on campus interviewing by forwarding Tier 1 applicants to Level 2
- Schedule on campus interviews with approved Tier 1 applicants
- Provide candidates with:
  - travel reimbursement tools
  - interviewing itinerary
  - informational packet (obtain from HR)
- Conduct on campus interviews

## HIRING ACTIVITIES

### Step 1: Candidate Selection

- Discuss strengths & weaknesses with hiring authority
- Change status in PeopleAdmin of applicant(s) Recommended for Hire and forward through approval process
- Extend verbal offer - typically done by Level 2 (dean/director)
- Call Tier 1 applicants not selected



### Step 2: Hiring Paperwork

- Level 2 completes Hiring Details in PeopleAdmin
- Level 1 provides to HR:
  - copies of ads
  - S&S meeting minutes
  - e-mail approvals if salary offered is above target
  - interviewing presentation feedback forms



### Step 3: HR Onboarding Responsibilities

- Conduct CBC
- Draft appointment document
- Notify when CBC is complete and appointment document is signed
- Designate the position as "filled" in PeopleAdmin
- Provide PD to supervisor to obtain signatures