UNIVERSITY of WISCONSIN LA CROSSE

SEARCH AND SCREEN PANEL RECRUITMENT PROCESS

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

PRE-RECRUITMENT ACTIVITIES – SUPERVISOR

Step 1: Plan

- Supervisor meets with HR
- Form interview panel & determine subject matter expert (SME)
- Supervisor, SME & panel members meet with AAO *
- Review search and screen procedures

Step 2: Prepare Recruitment Documents (Supervisor and SME)

- Selection criteria
- Advertising text
- Panel composition
- Organization chart or list of direct reports (if supervisory)

RECRUITMENT ACTIVITIES – SUPERVISOR AND HUMAN RESOURCES

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 Education, HEJ.com, HERC, and DWD web sites, and UWL LinkedIn and HR Facebook
- Supervisor places all other on-line and print advertising
- If applicable, provide necessary billing information to Accounts Payable

*If supervisor and SME are experienced with initial posting process, AAO may agree to postpone this meeting until after the recruitment documents are approved and before interviews begin.

INTERVIEWING ACTIVITIES – SUPERVISOR AND PANEL

Step 1: Preparation and Review of Interviewing Documents

- Review Interviewing Tools on HR Recruitment web site
- Supervisor & SME create phone/video conf. and on campus interview questions and reference questions
- Supervisor emails interview and reference questions to HR for review, approval, and upload to PeopleAdmin

Step 2: Review Applications

- Supervisor and SME review and evaluate applications
- Supervisor shares copies of the following with panel members:
  - candidates' application materials with personal contact information redacted
  - interviewing questions
  - confidentiality statement
  - Position Description
  - Guide for Contemporary Interviewing

Step 3: Conduct Phone/Video Conf. Interviews

- Supervisor schedules meeting of full panel with AAO prior to conducting phone screens
- Supervisor and full panel conduct phone screens
- Full panel provides feedback on phone interviewees to Supervisor
- Supervisor changes applicant statuses in PeopleAdmin
  - Tier 1
  - Tier 2
  - Tier 3

Step 4: Conduct On Campus Interviews

- Gain approvals through PeopleAdmin for on-campus interviewing
- Supervisor schedules on-campus interviews with Tier 1 applicants
- Supervisor and full panel conduct on campus interviews
- Supervisor and SME check references (may involve panel)
- If applicable, provide candidates with:
  - travel reimbursement tools
  - interviewing itinerary
  - informational packet (obtain from HR)

HIRING ACTIVITIES – SUPERVISOR

Step 1: Candidate Selection

- Supervisor meets with full panel to gather feedback on finalists
- Supervisor changes status in PeopleAdmin of applicant(s) Recommended for Hire and forward through approval process
- Gain approvals to offer via PeopleAdmin
- Extend verbal offer (either Level 1 or Level 2)
- Call Tier 1 applicants not selected

Step 2: Hiring Paperwork

- Level 2 completes Hiring Details in PeopleAdmin
- Supervisor provides copies of ads placed to HR upon request

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