

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

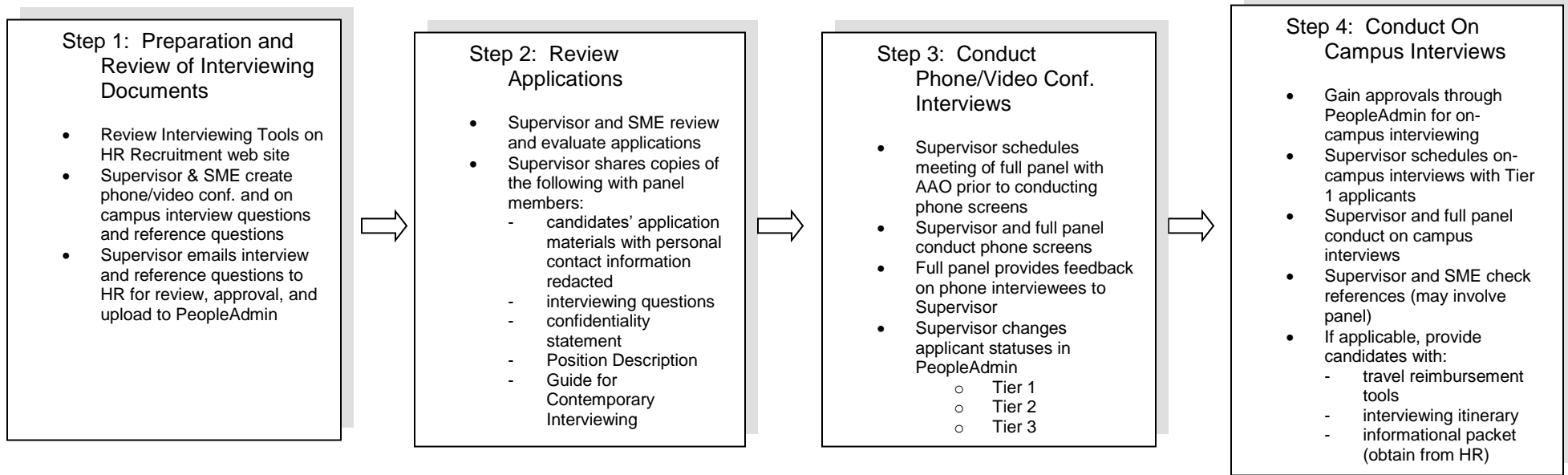


Step 3: Advertising

- 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



HIRING ACTIVITIES – SUPERVISOR

