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
- Complete Posting Details
- Attach 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 web site and place other ads which may include Chronicle of Higher Education, HEJ.com, HERC, and Job Center of Wisconsin web sites
- Supervisor places all other online 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 and on campus interview questions and reference questions
- Panel reviews interview and reference questions and provides feedback to supervisor (optional)
- 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
  - interviewing questions
  - confidentiality statement
  - Position Description
  - Guide for Contemporary Interviewing

**Step 3: Conduct Phone 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 SME check references (may involve panel)
- Supervisor and full panel conduct on campus interviews
- 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
- Gain approvals to offer via PeopleAdmin
- Extend verbal offer (either Level 1 or Level 2)

**Step 2: Hiring Paperwork**
- Level 2 completes Hiring Details in PeopleAdmin
- Supervisor calls Tier 1 applicants who were not selected
- 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