

SEARCH AND SCREEN PROCEDURES FOR POOL RECRUITMENT

Pool positions at UW-L are:

- defined as short term employment opportunities,
- are not part of the re-appointment process,
- can be for a semester or academic year, and
- can be up to 100%.

CONFIDENTIALITY STATEMENT:

During the search process, search and screen committee members may have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants. This information and all discussions and voting outcomes conducted in a closed meeting must remain confidential both during the search and after the completion of the search process. SS committee members may discuss this information only with other members of the search committee, as well as with the authorized ex officio individuals – the unit/department director, the Human Resources director, and the Affirmative Action Officer. Members must not permit any unauthorized person to access documents in their possession that contain applicant or search and screen information.

COMMITTEE ORGANIZATION:

1. Department Chair will serve as SS chair and secretary and shall be responsible for posting a notice of meetings and keeping minutes of meetings.
2. A simple majority of committee members constitute a quorum necessary to conduct committee business, although a two-thirds majority is required to amend these procedures. Members may vote by proxy. The chair is a voting member of the committee.
3. All voting shall be done by a show of hands unless a roll-call vote is required by any member of the committee. The Department Chair shall maintain a record of all votes.
4. All deliberations of the committee and the names of nominees and candidates are confidential. Public statements are to be made only by the chair, and all questions relating to the business or progress of the committee are to be referred to the chair for reply.
5. The Department Chair, in compliance with open meeting rules, will post all meetings – noting if any meeting will go into a closed session.
6. Evaluation meetings may be closed by majority vote of those in attendance (taken by roll call), for the purpose of discussing individual candidates. The chair or presiding officer will announce they will entertain a motion **“to convene in a closed session to consider personal history information about applicants for the position as provided in section 19.85 (1)(f) of Wisconsin Statutes.”** Upon completing business in a closed session, the committee may not reconvene in an open session within 12 hours, unless notice of the subsequent open session was included in the original meeting notice.
7. SS members, their spouses, family members, or partners cannot be applicants for the position, so there is no possibility of nepotism.

COMMITTEE RECORD:

1. All materials concerning individual nominees/applicants are confidential.
2. The chair shall maintain a file of committee documents and records as required by the HR Office.
3. The SS chair and all SS members shall shred any *informal* notes and/or worksheets from the search. Applicant files will be retained by PeopleAdmin. Additional applicant documents received outside of PeopleAdmin must be kept in a secure location for six years. HR will notify the department when the files no longer need to be retained.

SCREENING:

1. Each committee member shall review all candidate files.
2. The committee shall use the previously approved selection criteria to develop a pool of acceptable applicants.
3. After complete discussion of each candidate's credentials and application materials, the committee shall vote to interview/not interview the applicant(s). Candidates determined to be unqualified for the position and not retained, will be NOT be notified that they are no longer under consideration since they may be considered for another position/department in the future.
4. The chair shall contact each candidate to schedule a campus interview.
5. Personal interviews will be conducted with approved questions.
6. After gathering information, interviewing, etc., committee members shall vote on the finalists, one at a time. A simple majority vote of the committee is required to move the finalists to the recommendation to hire.

RECOMMENDATION TO HIRE:

1. The SS chair will complete the Hiring Proposal and formally request via PeopleAdmin, approval to hire from the dean/division officer/director. Once approved at the appropriate levels, the chair will contact the applicant(s) to extend the job offer.
2. Upon acceptance of the offer by the applicant(s), official transcripts (with university seal or other indication of being an original document) will need to be forwarded by the department to Human Resources.
3. The chair will notify all remaining candidates who have been interviewed but not selected at this time. They will indicate that the current vacancy has been filled, but the candidate will be considered for future vacancies and will remain in the recruitment pool until two years from the date the applicant applied, at-which-time they will need to re-apply if they are still interested in being considered.
4. The chair will prepare final committee materials and is responsible for the archiving or other disposition of committee records as required by the Office of Human Resources. The following documents are to be turned in to HR at the close of a search:
 - Approved minutes
 - Photocopies of actual advertisements placed (if applicable)
 - Samples of correspondence (if applicable)