Human Resources desires to make the recruitment process as streamlined and the least impactful to our campus stakeholders.

Below are the details of when Search Chairs should check in with HR and to know what to expect. [Click here for the step-by-step process for managing your own recruitments](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/).

**Human Resources Recruitment Process**

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| **Considerations and Information Needed Before Meeting with HR** | |
| As you set out to begin a recruitment, there are several items needing your immediate attention. These items should be completed by you or the committee/panel prior to meeting with Human Resources. | |
|  | **Advertisement text.** The advertising text provides information about the Position Summary, the department or unit, and general information about what you are seeking. Most of this information can be pulled in from a position description, but for Faculty Searches, HR will need:   * Position summary * Information on the position you are recruiting for * Information about the department * Minimum qualifications   Here are some examples of faculty advertisements for an [Assistant Professor of Mathematics](https://jobs.chronicle.com/job/379302/assistant-professor-mathematics/) and an [Associate Professor of Biology](https://jobs.chronicle.com/job/379343/associate-or-assistant-professor-of-biology-microbiology-es-organismal-biology-/). |
|  | **Committee Composition.** For your committee to have access to the applications, the committee must be known by Human Resources. Please [complete this form](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=4048076c-2141-4967-9d05-5ac37938fc68&env=na3&acct=c20133ee-cdfb-4642-9ccc-674890e137de&v=2) to route your committee members for approval by the Office of Affirmative Action and Equity. |

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| **Check-in #1 with HR** | |
|  | After you have developed advertising text and determined your committee composition, [set up a meeting with Human Resources](https://calendly.com/jacardo/recruitment-overview-for-chairs-hiring-managers). Please send the advertising text to HR at least 24 hours in advance of the meeting. |

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| **Training for your Committee** | |
|  | **Training on PeopleAdmin.** Your committee will get an automatic email once the recruitment is posted, providing them information on how to access the applications and to set up time to meet with HR (on their own time) if they require additional training on how to navigate the PeopleAdmin system. No in person meeting is required. |
|  | **Affirmative Action and Equity Training.** In the same email inviting committee members to access applications will be provide a link to the required Affirmative Action and Equity training. No in person meeting is required. |

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| **Information Needed Before You Begin Interviewing** | |
| In anticipation of interviewing, your committee should prepare the following information: | |
|  | **Selection Criteria.** It is the Dean and/or Chair's responsibility to establish [selection criteria](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d2d7d245-b542-4dee-92c5-af5bd2be0ec3&env=na3&acct=c20133ee-cdfb-4642-9ccc-674890e137de&v=2) that the panel will use to recommend their top candidates to you for consideration. The [selection criteria](https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=d2d7d245-b542-4dee-92c5-af5bd2be0ec3&env=na3&acct=c20133ee-cdfb-4642-9ccc-674890e137de&v=2) form will be uploaded and attached to the recruitment in PeopleAdmin once created. |
|  | **Interview Questions.** All questions that the committee asks during interviews and reference questions must be approved by the Affirmative Action Officer, Dr. Dina Zavala. Please submit all questions via email to [dzavala@uwlax.edu](mailto:dzavala@uwlax.edu) for review.  To complete the **required training** from the Office of Equity and Affirmative Action all committee/panel members must enroll and complete the course Interrupting Bias in the Recruitment Process. (<https://uwlac.instructure.com/enroll/AK3JYD>). Your committee/panel members will receive instruction in a separate email sent directly to them.  Additional questions regarding Affirmative Action and Equity in the hiring process can be emailed to [dzavala@uwlax.edu](mailto:dzavala@uwlax.edu). Once received, Human Resources will let you know that they have been approved uploaded to the Recruitment and **THEN** you may proceed with the request to interview candidates. |
|  | **Open Meetings Postings.** We simplified the meeting notice process. Use [this link](https://share.uwlax.edu/event/?preset=1) to post your meetings. Simply put in the agenda “Meeting of Search Committee to consider Applicants”. Your notes of the meeting can simply state members of the committee present, times of meeting begin and meeting end. |

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| **Check-in #2 with HR** | |
| Once you are ready to interview, check in with HR to let us know who you plan to interview. | |
|  | **Process and Approvals.** Email [HRinfo@uwlax.edu](mailto:HRinfo@uwlax.edu) and include the recruitment number in the email subject line. State who you plan to call for a campus or final interview. Only **FINAL** interviews require approval. Once approved, you will receive an email stating such. HR will handle all transactions in PeopleAdmin. |
|  | **Considerations.**   * You can use [this link](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/hiring-manager-toolkit/#expand-168060) to provide candidates with information about UWL. * Consider a meeting with the Benefits Specialist in HR and the candidate(s). Email [hrinfo@uwlax.edu](mailto:hrinfo@uwlax.edu) to request benefits consult as part of the on-campus visit. * You can find [travel reimbursement information here](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/hiring-manager-toolkit/#expand-168061) for candidates. |

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| **Check-in #3 with HR** | |
| Once you have landed a candidate, inform you Chair and Dean. They will take the hiring details from there! If you are hiring an international scholar, (i.e. someone needing sponsorship), please notify HR immediately. | |
|  | **Search Close Out.** Review [this link](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-176679) and provide all the requested information to HR to close out the search. Thank you for your help! |