Hello!  This is a reminder that INSERT DATE, was your first review date set for your candidates.  As you begin to review your applicants, please remember to check in with Human Resources.

This check in is to help prepare you for the next phase of the recruitment.

**Tiering Candidates and Interviewing**

If you have not already started the process of identifying candidates to interview, we will review the process to tier your applicants and how to ultimately receive approval for the final interview(s).

* [Information for Search Committees on Tiering](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-216575)
* [Information for Search Panels on Tiering](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-216575)

If you have not already, now is also the time to begin creating questions.

* [Information for Search Committees on Questions](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-216573)
* [Information for Search Panels on Questions](https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/#expand-216573)

*Reminder:* all questions need to be approved by the Office of Equity and Affirmative Action.

Interview questions for each stage of the search must be approved by the Office of Affirmative Action and Equity. Please email the Office of Affirmative Action/Equity ([equity@uwlax.edu](mailto:equity@uwlax.edu)) for approval.

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.

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We will meet to review these and other topics, including reviewing the applicants, determining if we need a longer application period, or if we need to consider failing the search. We will also determine how effective advertising has been and if more is needed.

HR is here to help, let us know how we can help support you!