



User Group:

Human Resources

Admin / [Email Templates](#) / Recruitment Staged for Initial Review
 [Edit template](#)
 [All Email Templates](#)

Email Template: Recruitment Staged for Initial Review

Category: **Posting**Created at: **September 01, 2021**Updated at: **June 03, 2022**

Summary

Body



{{posting__user_selection_field_1}}

This email is being sent to you to let you know that recruitment has been staged and is ready for your review in the PeopleAdmin system. PeopleAdmin is the program that UW-La Crosse uses to manage the hiring and application process. Please review this email to ensure the recruitment is staged correctly and that you are ready to advance the posting through the [approval process](#).

REVIEW THE STAGED RECRUITMENT

Please use this link: http://employment.uwlax.edu/hr/postings/{{posting__quick_link}} to access your recruitment. Make sure that you have selected "Level 1" from the drop-down menu in the upper right corner of your screen labeled "User Groups". From there, review the "Summary Tab" to confirm that the information being presented to applicants is accurate and correct. The BUDGET INFORMATION sections will be completed by the Budget Office. You can learn more about the staging process by reviewing this article: <https://kb.uwlax.edu/108617>.

*When reviewing your recruitment, please also disregard the following sections: "Supplemental Questions", "Qualifications Groups", "Guest User", "Search Committee", "Evaluative Criteria", & "Confidential Reference". These functions are either not in use or completed by Human Resources.

Once you are ready to move forward with your posting, select the "Take Action on Recruitment" button in the upper right corner of the screen. Advance in the workflow to either "Level 2" or "Level 3". (**Level 3 approval is required for all positions whose FTB is above \$50,000).

When you advance your recruitment to Level 2 or 3, you will no longer have permission to edit the recruitment. Contact HR if you need anything updated beyond this point.

*****The following information can be completed *after* the posting has been transacted*****

COMMITTEE/PANEL AND SELECTION CRITERIA

As part of the UW-La Crosse policy for Search and Screen events, you will need to add your Search Panel/Committee as well as your Selection (Evaluation) Criteria into the PeopleAdmin System. Once you have added your Search Panel/Committee members, they will receive instructions on how to access the applications and also receive a web link to the required AAO/Equity training. For instructions on how to add Panel/Committee members as well as evaluation criteria, Please refer to Phase Two of the Recruitment Process, (either the Committee or Panel process) located here: <https://www.uwlax.edu/human-resources/services/talent-acquisition-and-employment/recruitment/>

NOTE TO CHAIRS ON INTERVIEW QUESTIONS AND EQUITY TRAINING

All questions that the committee asks during interviews and reference questions must be approved by the Affirmative Action Officer. Please submit all questions via email to equity@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://uwlax.instructure.com/enroll/AK3JYD). (<https://uwlax.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 equity@uwlax.edu.

NEXT STEPS FOR YOU

Please review the Human Resources Recruitment website for additional information on your search. Please [schedule time to meet with Human Resources](#) to provide an overview of the Recruitment Process and assist you in finalizing your recruitment posting/advertising. In advance of that meeting, please consider:

- Advertising locations and impact
- Initial screening interview questions
- If you wish to collect references automatically or call them personally

- If there are any questions, qualifications, or documents you wish to collect from applicants.

Human Resources will work with the Search Chair and Panel leaders throughout the entire recruitment process. Expect regular check-ins from HR and our ask to you is to make sure you check in with us when you are ready to start tiering and interviewing candidates, when you are ready to hire, and when you are ready to wrap up and close the recruitment.

We look forward to serving you and finding our next colleague through this recruitment process!

Office of Human Resources

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Need to change the settings of your email notifications as a user of PeopleAdmin? [Click here](#) to learn how you can modify which emails you receive. Need help logging into People Admin? [Click here](#).

For use by Human Resources Only: Posting | Recruitment Staged for Initial Review



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