End-to-End Recruitment and Hiring Workflow Guide

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Purpose

This document provides a comprehensive, end-to-end workflow for position posting, search committee processes, candidate review, hiring, and onboarding. It serves as a quick reference guide. For full policy details, refer to: Search and Screen Policy and Procedures

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Phase 1: Position Approval and Job Setup

☐ Step 1: Request Approval to Fill Position

- Email **Director/Dean/Provost** requesting approval to recruit.

☐ Step 2: Submit Recruitment Request (BP Logix)

Use the appropriate form:

- Tenure Track Faculty: Request Tenure Track Faculty
- Instructional Academic Staff: Request IAS
- Non-Instructional Academic Staff: Request NIAS or University Staff

Include in your BP Logix and Request NIAS or University Staff request form the following information:

- Job description
- Previous incumbent
- Requested posting date
- First review date
- Tentative hire date
- Search committee members

Routing Path: Submitter of Request → Business Manager → Budget & Finance → Director/Dean → HR

Phase 2: Job Posting Creation

☐ Step 3: HR Creates Posting

Once the routing path completes, HR will proceed with the following actions:

- Create job requisition in Workday
- Send drafted position description and details via email to the hiring manager for review Route posting for approval in Workday

Step 4: Posting Goes Live

- HR publishes posting
- HR notifies department/hiring manager via email
- HR assigns required training if needed ("Uncover unconscious bias in recruiting and interviewing" See Phase 3, Step 5)

Optional: External Advertising

- Post externally if needed to your professional organizations
- Screenshot posting
- Send to HR for attachment to requisition

Phase 3: Search Committee Preparation

☐ Step 5: Required Training

All Committee members complete Workday Learning course: **Uncovering Unconscious Bias in Recruiting and Interviewing** by the first review date

- This will be assigned to all listed committee/panel members via Workday Learning

☐ Step 6: Setup Tasks

- Committee chair schedule search meetings
- Committee Chair posts open meetings (this should continue to be done throughout the process), to Campus Events Calendar **(24 hours in advance)** HR Employee Resources – Conducting a Search and Screen Meeting
- As a committee, prepare the following:
  - Screening questions
  - Interview questions
  - Reference questions
- **Committee Chair should submit all questions for approval to:**
  - Aaron Cierzan
  - Sarah Jackson
  - Amy Hewitt
  - Mai See

Phase 4: Candidate Review in Workday

☐ Step 7: Access Candidates

1. Search Job Requisition Number in Workday which will be provided via email to the search chair at time of posting
2. Select Staffing
3. Open recruitment
4. Click Candidates tab

☐ Step 8: Initial Review

- Review all applicants
- Search Chair declines unqualified candidates
- Select reason codes (*please refer to the below resources to ensure equitable and accurate reasons for non-selection of candidates.)

☐ Step 9: First Round Interviews

- Select candidates
- Move to "Interview – 1st Interview"
- Schedule phone/Zoom/Teams interviews

Resources:

- Take action on candidate (Candidate Dispositions)
- Candidate messaging and communication

Phase 5: Screening Interviews

Phase 5: On-Campus Interview Approval

☐ Step 10: Submit candidate recommendations via email to:

  - Department Chair
  - Dean
  - Aaron Cierzan
  - Sarah Jackson
  - Amy Hewitt
  - Mai See Xiong
- Search chair should move candidates to "Interview – 2nd Interview"

Resources:

- Take action on candidate

- Candidate messaging and communication

☐ Step 11: On-Campus Interviews

- Schedule campus interviews (**after approval**)
- Conduct interviews consistently and equitably

Phase 6: Reference Checks

☐ Step 12:

- **Faculty**: Committee conducts (3–5 references)
- **Non-Instructional Academic Staff and University Staff** reference check candidate names and email addresses should be submitted to hrinfo@uwlax.edu and completed by HR. (Report will be sent to the Committee Chair)

Phase 7: Finalist Selection

☐ Step 13

- Committee evaluates finalists
- Submit recommendation to Director/Dean
- Include strengths/weaknesses summary

Final approval: Provost / Vice Chancellor (if needed)

Phase 8: Offer Process

☐ Step 14

- Dean/Hiring Manager extends verbal offer

☐ Step 15

If accepted, email:

- Business Manager
- Amy Hewitt

- Mai See Xiong

  Include the following information:
  Start date
  Funding string
  MOA (if applicable)
  Relocation/startup details
  Credit reduction
  Contract details

Phase 9: Contract and Background Checks

HR will:

- Initiate Criminal Background Check
- Generate employment agreement
- Send to candidate and wait for acceptance

Includes:

- SkillSurvey (misconduct)
- HireRight (criminal background check)
- Once agreement is finalized and the criminal background check and misconduct check are completed, the candidate is entered into Wings by HR where NetID and email are generated (no more than 45 days before first day of work)

Phase 10: Recruitment Close-Out

☐ Step 16

- Send combined meeting minutes to HR within two weeks of candidates verbal acceptance of offer or (prior to candidates start date whichever is earliest).

☐ Step 17

- Notify all remaining candidates after hiring tasks are completed by new employee:
  - If interviewed on campus: phone call (best practice)
  - All others in review and other stages: Workday messaging [Candidate messaging and communication]

Phase 11: Onboarding

New Employee will begin working through the Onboarding Checklist

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Key Resources

- Conducting Search Meetings
- HR Policy – Search and Screen Policy and Procedures
- Take action on a candidate
- Candidate messaging and communication