**Search and Screen Committee Recruitment Process**

**Pre-Recruitment Activities**

**Step 1: Plan**
- Determine S&S Committee Members
- Committee meets with AAO
- S&S Chair meets with HR

**Step 2: Prepare Recruitment Documents**
- Position Description
- Selection Criteria
- Advertising
- S&S Procedures

**Step 3: S&S Committee**
- Post open meeting notices throughout entire process
- Meet to discuss:
  - Recruitment Documents
  - S&S Procedures
  - Roles in Process

**Recruitment Activities**

**Step 1: Recruitment in PeopleAdmin**
- Complete Posting Details
- Attach Documents
- Submit to Level 2 for approval

**Step 2: Recruitment Approvals in PeopleAdmin**
- Level 2 approves
- HR provides initial approval
- Budget & Finance verifies funding
- AAO approves
- Level 3 approves, if necessary
- HR Posts

**Step 3: Advertising**
- HR will post position on UW-L web site and place other ads which may include Chronicle of Higher Ed, HEJ.com, HERC and Job Center of Wisconsin web sites
- Level 1 places all other on line and print advertising
- Provide necessary billing information to B&F
INTERVIEWING ACTIVITIES

Step 1: Prepare Interviewing Documents
- Create Screening Interviewing Questions
- Create Reference Checking Questions
- Create On Campus Interview Questions
- Email Interview and Reference Questions to AAO and HR for review, approval, and upload to PeopleAdmin

Step 2: Review of Applicants
- Meet with S&S Committee to review and Tier applicants
- Conduct screening interviews
- Conduct reference checks
- Change applicant statuses in PeopleAdmin

Step 3: Conduct Interviews
- Gain approvals through PeopleAdmin for on-site interviewing
- Schedule on-site interviews with Tier 1 applicants
- Provide candidates with:
  - travel reimbursement tools
  - interviewing itinerary
  - information on UW-L
  - information on LAX
- Conduct on site interviews

HIRING ACTIVITIES

Step 1: Candidate Selection
- Change status in PeopleAdmin of applicant(s) Recommended for Hire and forward through approval process
- Extend verbal offer - typically done by Level 2 (dean/director)
- Call Tier 1 applicants not selected

Step 2: Hiring Paperwork
- Level 2 completes Hiring Details in PeopleAdmin
- Level 1 provides to HR:
  - copies of ads
  - S&S minutes
  - samples of correspondence to applicants
  - e-mail approvals if salary offered is above target

Step 3: HR Onboarding Responsibilities
- Conduct CBC
- Draft contract
- Notify when CBC is complete and contract is signed
- Designate the position as "filled" in PeopleAdmin