**Search and Screen Panel Recruitment Process**

**Pre-Recruitment Activities – Supervisor**

**Step 1: Plan**
- Supervisor meets with HR
- Form Interview Panel & determine Subject Matter Expert (SME)
- Supervisor, SME & panel members meet with AAO to introduce and discuss roles *

**Step 2: Prepare Recruitment Documents (Supervisor and SME)**
- Position Description
- Selection Criteria
- Advertising
- S&S Panel Procedures

**Recruitment Activities – Supervisor and Human Resources**

**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 Education, HEJ.com, HERC, and DWD Jobnet web sites
- Supervisor places all other online and print advertising
- If applicable, provide necessary billing information to B&F

*If supervisor and SME are experienced with initial posting process, AAO may agree to postpone this meeting until after the posting documents are approved and before interviews begin.*
**INTERVIEWING ACTIVITIES – SUPERVISOR AND PANEL**

**Step 1: Preparation and Review of Interviewing Documents**
- Review Interviewing Tools on HR Recruitment website
- Supervisor & SME create Pre-Screen and On Campus Interview Questions
- Supervisor and SME create Reference Questions
- Panel reviews interview and reference questions and provides feedback to supervisor (optional)
- Supervisor emails interview and reference questions to AAO and HR for review, approval, and upload to PeopleAdmin

**Step 2: Review Applications**
- Supervisor and SME review and evaluate applications
- Supervisor shares copies of the following with panel members:
  - candidates’ application materials
  - interviewing questions
  - confidentiality statement
  - Position Description
  - Selection Criteria
  - Guide for Contemporary Interviewing

**Step 3: Conduct Pre-Screen Interviews**
- Supervisor schedules meeting of full panel with AAO prior to conducting phone screens
- Supervisor and full panel conduct phone screens
- Full panel provides feedback on phone interviewees to Supervisor
- Supervisor changes applicant statuses in PeopleAdmin

**Step 4: Conduct On Campus Interviews**
- Gain approvals through PeopleAdmin for on-campus interviewing
- Supervisor schedules on-site interviews with Tier 1 applicants
- Supervisor and full Panel conduct on-site interviews
- Supervisor and SME check references (may involve panel)
- If applicable, provide candidates with:
  - travel reimbursement tools
  - interviewing itinerary
  - information on UW-L and La Crosse area

---

**HIRING ACTIVITIES – SUPERVISOR**

**Step 1: Candidate Selection**
- Supervisor meets with full panel to gather feedback on finalists
- Supervisor changes status in PeopleAdmin of applicant(s) Recommended for Hire
- Gain approvals to offer via PeopleAdmin
- Extend verbal offer (either Level 1 or Level 2)

**Step 2: Hiring Paperwork**
- Level 2 completes Hiring Details in PeopleAdmin
- Supervisor calls Tier 1 applicants who were not selected
- Supervisor provides closing documentation to HR upon request (i.e. email correspondence, ads)

**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