**RECRUITMENT PANEL PROCEDURES**

University Staff, Academic Staff, and Limited Recruitments

|  |
| --- |
| **POSITION INFORMATION** |
| Budget Position Number(s): |       |
| UW System Title: |       |
| Working Title: |       |
| **Best Practices** | **Helpful Links** |
| Copy HR on all communications related to the recruitment.  | [Disposition Flow Chart](https://www.uwgb.edu/UWGBCMS/media/hr/recruitment-resources/DispositionStatusChartNoQuestions.pdf) |
| Job postings are to be paid for using a departmental p-card. PDF copies of the postings need to be shared with both HR and Purchasing.  | [Interview Question Bank](https://www.uwgb.edu/getmedia/e1ebf986-b25f-4cf9-a9f7-f608b72c715d/InterviewQuestionBank.pdf) |
| For virtual interviews, create a generic power point with one interview question per slide to aid the interviewee in answering the question.  | [Recruitment Resources Webpage](https://www.uwgb.edu/human-resources/recruitment-hiring/recruitment-resources) |
| To support candidate confidentiality, do not download candidate materials and add to a Teams site, OneDrive, or Shared Drive for the panel members. Everyone should be accessing materials via TAM.  |  |
| Access to TAM will be granted in different phases for the recruitment team members when indicated in the checklist below.  |  |
| **LAUNCHING RECRUITMENT AND COMMUNICATION WITH APPLICANTS** |
| [ ]  | Human Resources prepares the position announcement within Talent Acquisition Manager (TAM) and routes for approvals. Once approved, position is posted on Human Resources website and HR Connect blog. |
| [ ]  | Human Resources provides the Recruitment Chair with drafted Applicant Review Form, link to diverse advertising resources, and assists with posting additional position announcements.  |
| [ ]  | Human Resources holds recruitment meeting with the Recruitment Chair and Admin Support if necessary. |
| [ ]  | Recruitment Chair, develops the [Recruitment Plan](https://www.uwgb.edu/UWGBCMS/media/hr/forms/RecruitmentPlan.docx) and submits it to the Designated Approver for review and approval (cc: hr@uwgb.edu and Admin Support). |
| [ ]  | Designated Approver emails approval of the Recruitment Planto the Recruitment Chair (cc: hr@uwgb.edu and Admin Support). |
| [ ]  | Human Resources enrolls and notifies panel members if they haven't taken the implicit bias training. |
| [ ]  | Recruitment Chair or Admin Support submits copies of all postings done by the department to Human Resources. |
| [ ]  | Recruitment Chair, in collaboration with the SME, develops Applicant Screening Documents and submits to the Designated Approver for review and approval (cc: hr@uwgb.edu and Admin Support): |
|  |  [ ]  Applicant Review Form (draft provided by HR via email)  |
|  |  [ ]  [Interview Questions](https://www.uwgb.edu/getmedia/bd7a3a84-d833-4a5b-874b-f863ae96f46f/InterviewQuestions.docx) |
|  |  [ ]  [Reference Interview Questions (if not using survey)](https://www.uwgb.edu/UWGBCMS/media/hr/forms/ReferenceInterviewForm.docx) |
|  |  [ ]  [Candidate Interview Plan](https://www.uwgb.edu/UWGBCMS/media/hr/forms/CandidateInterviewPlan.docx) |
| [ ]  | Designated Approver emails approval of the Applicant Screening Documents to the Recruitment Chair (cc: hr@uwgb.edu and Admin Support). |
| [ ]  | Applicants apply via TAM - *Members of the Recruitment Panel mustn’t communicate with applicants at this stage. Any communication with applicants regarding questions about the recruitment process or the position should be directed to the Recruitment Chair.* |
| [ ]  | Admin Support or Human Resources check applications for complete materials (refer to list in job posting). * If complete, update disposition to Under Review.
* If incomplete, update disposition to Hold.
 |
| [ ]  | Recruitment Chair decides if missing materials notifications should be sent to candidates on Hold. If so, communicate a deadline with HR and Admin Support to be included in communication. |
| [ ]  | *If Applicable:* Human Resources or Admin Support sends an email indicating any missing application materials through TAM. Applicants whose files remain incomplete will be excluded from further consideration.  |
| **REVIEWING APPLICATIONS AND PREPARING FOR INTERVIEWS** |
| [ ]  | Recruitment Chair reviews application materials for the minimum qualifications only. * If minimum qualifications are met, update disposition to Screen.
* If minimum qualifications are not met, update disposition to Does Not Meet Minimum Qualifications.
 |
| [ ]  | All dispositions in TAM should be updated to reflect the applicant status based on the appropriate [Disposition Status Chart](https://www.uwgb.edu/UWGBCMS/media/hr/recruitment-resources/DispositionStatusChartNoQuestions.pdf) prior to the to ensure consideration date. |
| **No recruitment panel members including SME should have access to applicant files at this point.** |
| [ ]  | Human Resources sends the Applicant Pool Summary Reports to the Designated Approver for approval of the candidate pool. |
| [ ]  | Designated Approver emails approval of the Applicant Pool Summary Reports to Human Resources and instructs whether they would like the posting removed from the Human Resources website. |
| [ ]  | Human Resources sends non-selection notice to applicants who Did Not Meet Minimum Qualifications. |
| [ ]  | Human Resources provisions SME for access to candidate files in TAM.[ ]  Human Resources sends the Applicant Review Form with candidate names to the Recruitment Chair and SME. [ ]  Human Resources sends email to the Recruitment Chair indicating next steps. |
| [ ]  | Recruitment Chair and SME, using the developed Applicant Review Form*,* review and evaluate applicant materials for candidates who have been coded as Screen within TAM. |
| **INTERVIEW PROCESS** |
| **Singular Interview (*If doing 2 rounds, skip to “*2 Rounds of Interviews” *section*):**  |
| [ ]  | Recruitment Chair, in collaboration with SME, completes the [Interview List](https://www.uwgb.edu/getmedia/966652f4-2e3c-4e4c-b573-6911a72a5f2f/InterviewList.docx) and sends to Designated Approver for approval (cc: [hr@uwgb.edu](file://webc/hr%24/campus/searchscreen/documents/forms/hr%40uwgb.edu) and Admin Support). |
| [ ]  | Designated Approver emails approval of Interview List to the Recruitment Chair (cc: [hr@uwgb.edu](file://webc/hr%24/campus/searchscreen/documents/forms/hr%40uwgb.edu) and Admin Support). |
| [ ]  | Human Resources changes TAM dispositions to Interview.  |
| [ ]  | Human Resources provisions Recruitment Panel members for access to candidate files in TAM. |
| [ ]  | Recruitment Chair or Admin Support negotiates interview times and [reserves a room](https://www.uwgb.edu/union/university-reservations/reserve-a-space/) if applicable. |
| [ ]  | Recruitment Chair or Admin Support completes a [Candidate Interview Plan](https://www.uwgb.edu/UWGBCMS/media/hr/forms/CandidateInterviewPlan.docx)for each candidate. OrRecruitment Chair or Admin Support copies Human Resources on any interview confirmation emails that are sent to the candidates.  |
| [ ]  | Recruitment Panelinterviews using the developed Interview Questions. If possible, all Recruitment Panel members should be present for all interviews. |
| [ ]  | Admin Support, if applicable, completes [Authorization to Reimburse Applicant Interview Expenses](http://www.uwgb.edu/UWGBCMS/media/hr/forms/AuthorizationToReimburseApplicantInterviewExpenses.docx) for each candidate being brought to campus. |
| [ ]  | Admin Support, if applicable, sets up candidate [travel](https://www.uwgb.edu/controller/travel/) arrangements, and review [Interview Expenses FAQ Sheet](https://www.uwgb.edu/UWGBCMS/media/hr/files/Interview-Expense-FAQ-Sheet.pdf).Contact travel@uwgb.edu for proper procedures and questions.  |
| **2 Rounds of Interviews:** |
| [ ]  | Recruitment Chair, in collaboration with SME, completes the [Interview List](https://www.uwgb.edu/getmedia/966652f4-2e3c-4e4c-b573-6911a72a5f2f/InterviewList.docx) for 1st round of interviews and sends to Designated Approver for approval (cc: [hr@uwgb.edu](file://webc/hr%24/campus/searchscreen/documents/forms/hr%40uwgb.edu) and Admin Support). |
| [ ]  | Designated Approver emails approval of Interview List to the Recruitment Chair (cc: [hr@uwgb.edu](file://webc/hr%24/campus/searchscreen/documents/forms/hr%40uwgb.edu) and Admin Support). |
| [ ]  | Human Resources changes TAM dispositions to Considered for Interview.  |
| [ ]  | Human Resources provisions Recruitment Panel members for access to candidate files in TAM. |
| [ ]  | Recruitment Chair or Admin Support negotiates interview times.  |
| [ ]  | Recruitment Panelinterviews using the developed Interview Questions. If possible, all Recruitment Panel members should be present for all interviews. |
| [ ]  | Recruitment Chair, in collaboration with the Recruitment Panel, completes the [Interview List](https://www.uwgb.edu/getmedia/966652f4-2e3c-4e4c-b573-6911a72a5f2f/InterviewList.docx) for a 2nd round of interviews and sends to the Designated Approver for approval (cc: hr@uwgb.edu and Admin Support)  |
| [ ]  | Designated Approver emails approval ofInterview List to the Recruitment Chair (cc: hr@uwgb.edu and Admin Support) |
| [ ]  | Human Resources changes TAM dispositions for candidates to Interview. |
| [ ]  | Recruitment Chair or Admin Support completes a [Candidate Interview Plan](https://www.uwgb.edu/UWGBCMS/media/hr/forms/CandidateInterviewPlan.docx)for each candidate. OrRecruitment Chair or Admin Support copies Human Resources on any interview confirmation emails that are sent to the candidates.  |
| [ ]  | Recruitment Panel completes interviews using the developed Interview Questions.  |
| [ ]  | Admin Support, if applicable, completes [Authorization to Reimburse Applicant Interview Expenses](http://www.uwgb.edu/UWGBCMS/media/hr/forms/AuthorizationToReimburseApplicantInterviewExpenses.docx) for each candidate being brought to campus. |
| [ ]  | Admin Support, if applicable, sets up candidate [travel](https://www.uwgb.edu/controller/travel/) arrangements, and review [Interview Expenses FAQ Sheet](https://www.uwgb.edu/UWGBCMS/media/hr/files/Interview-Expense-FAQ-Sheet.pdf).Contact travel@uwgb.edu for proper procedures and questions. |
| **REFERENCES**  |
| [ ]  | *Depending on what was determined at the start of the search:* Recruitment Panel conducts reference checks on all candidates moving forward in the process using the developed Reference Interview Questions. At least two Recruitment Panel members must be present for each reference check.Or Human Resources sends out the reference check request to candidate(s) using SkillSurvey (will cc: Chair and Admin Support). |
| [ ]  | Human Resources will send survey results to Recruitment Chair once references return responses. |
| **NEGOTIATING AND CARRYING OUT HIRE** |
| [ ]  | Recruitment Chair, with input from the Recruitment Panel, creates the [Final Candidate Justification Memo](https://www.uwgb.edu/getmedia/f380ce82-5c70-4fbc-bfe5-b0fdc9366125/FinalCandidateJustificationMemo.docx), indicating those candidates who are acceptable for hire, and submits it to the Designated Approver for review and approval (cc: hr@uwgb.edu).  |
| [ ]  | Human Resources emails the Designated Approver the link to the Authorization to Extend Offer form in BP Logix along with the Final Candidate Justification Memo.  |
| [ ]  | Designated Approver may decide to extend an offer to one of the acceptable candidates, reject candidates put forth for hire and direct the recruitment to continue, or close the recruitment. |
| [ ]  | Designated Approver completes the Authorization to Extend Offer in BP Logix if choosing to extend an offer to one of the acceptable candidates.  |
| [ ]  | Human Resources reviews the Authorization to Extend Offer in BP Logix.  |
| [ ]  | Area Leader approves the Authorization to Extend Offer in BP Logix.  |
| [ ]  | Human Resources changes TAM disposition for candidate selected for hire to Offer. |
| [ ]  | Recruitment Chair and Designated Approver will receive an email with approval to make the offer, and to send requested hiring information back to Human Resources. |
| [ ]  | Designated Approver or Recruitment Chair contacts candidate to negotiate offer of employment.  |
| [ ]  | Designated Approver or Recruitment Chair responds to email from Human Resources with hiring information. |
| [ ]  | Human Resources changes TAM disposition for candidate selected for hire to Offer Accepted or Applicant Rejected Offer.[ ]  If applicant rejects offer, a new Authorization to Extend Offer form will need to be submitted in BP Logix for another acceptable candidate. [ ]  If there are no other acceptable candidates for hire, the Designated Approver and Recruitment Chair may choose to go back to the pool and interview more candidates, restart and repost the recruitment, or fail the search and re-evaluate the position. |
| [ ]  | Human Resources or Admin Support drafts the appointment letter and sends to the candidate via DocuSign ([Instructions](https://uwgb-my.sharepoint.com/%3Aw%3A/r/personal/nashm_uwgb_edu/Documents/Offer%20Letter%20Templates/DocuSign%20Instructions.docx?d=w70eac59cf17c4324adba393ba7f01002&csf=1&web=1&e=OE3GF6)) along with the [Employee Confidentiality Agreement](https://www.uwgb.edu/UWGBCMS/media/hr/forms/EmployeeConfidentialityAgreement.docx?ext=.docx).  |
| [ ]  | Human Resources receives a copy of the fully signed offer letter via DocuSign. |
| [ ]  | Human Resources initiates criminal background check, sexual harassment reference check, and I-9 via TAM and HireRight.  |
| [ ]  | Human Resources, if applicable, sends pre-work screen information to new hire. |
| **CLOSING THE RECRUITMENT** |
| [ ]  | Recruitment Chair calls all candidates that were interviewed and notifies them of their non-selection. Admin Support notifies all unsuccessful candidates of their non-selection through TAM. |
| [ ]  | Human Resources contacts Recruitment Chair and Admin Support to close out the recruitment and obtains all documents generated from the recruitment for filing. |
| Human Resources will enter the new hire into HRS which will generate an email to the Recruitment Chair and Designated Approver indicating an Applicant Status change. The new employee’s supervisor can expect an email from GBIT (Footprints)with network log in information a few business days later.  |