**INTERNAL RECRUITMENT PROCEDURES**

|  |  |  |
| --- | --- | --- |
| **POSITION INFORMATION** | | |
| Budget Position Number(s): | |  |
| UW System Title: | |  |
| Working Title: | |  |
| **AUTHORIZATION TO LAUNCH RECRUITMENT** | | |
|  | Supervisor drafts/updates position description and sends to Human Resources for review. | |
|  | Supervisor completes the [**Authorization for Recruitment**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/AuthorizationforRecruitment.docx), gathers position description and other necessary forms, and forwards **electronically** to the Dean/Division Head/Director in Business and Finance. | |
|  | Dean/Division Head/Director reviews *Authorization for Recruitment*. If approved, the *Authorization for Recruitment (with attachments)* is forwarded **electronically** to the Area Leader (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu)), along with the appropriate page from the post-merit budget worksheet, position description, and organizational chart. | |
|  | Area Leader reviews *Authorization for Recruitment* and attachments. If approved, Area Leader distributes documents to the Position Review Committee for review and approval. | |
|  | Position Review Committee sends approval email. | |
|  | Position Review Committee returns original *Authorization for Recruitment* to Human Resources for retention in the recruitment file. A scanned copy will be sent to the Recruitment Chair and the Dean/Division Head/Director. | |
|  | Recruitment Chair, with assistance from the Admin Support, starts a recruitment file for all documents related to the recruitment. | |
| **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 HR website and the HR Connect blog. | |
|  | Human Resources holds recruitment meeting with the Recruitment Chair, and Admin Support if necessary. | |
|  | Applicants apply via TAM -  *Members of the Recruitment Pane/Committee 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.* | |
|  | *If screening questions weren’t used, optional step:* Recruitment Chair or Admin Support sends an email indicating any missing application materials through TAM. Applicants whose files remain incomplete will be excluded from further consideration. | |
|  | Recruitment Chair (*optional: in collaboration with the Recruitment Panel/Committee*) develops Applicant Screening Documents and submits to the Designated Approver for review and approval (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support): | |
|  | [Recruitment Plan](http://www.uwgb.edu/UWGBCMS/media/hr/forms/RecruitmentPlan.docx) | |
| [Applicant Review Form](http://www.uwgb.edu/UWGBCMS/media/hr/forms/ApplicantReviewForm.xlsx) | |
| [Telephone Interview Questions](http://www.uwgb.edu/UWGBCMS/media/hr/forms/TelephoneInterviewQuestions.docx) (optional) | |
| [Reference Interview Questions](http://www.uwgb.edu/UWGBCMS/media/hr/forms/ReferenceInterviewForm.docx) | |
| [Candidate Interview Plan](http://www.uwgb.edu/UWGBCMS/media/hr/forms/CandidateInterviewPlan.docx) | |
| [On-Campus Interview Questions](http://www.uwgb.edu/UWGBCMS/media/hr/forms/OnCampusInterviewQuestions.docx) | |
|  | Designated Approver emails approval of the Applicant Screening Documents to the Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support). | |
| **REVIEWING APPLICATIONS AND PREPARING FOR INTERVIEWS** | | |
|  | *If screening questions weren’t used:*  Recruitment Chair reviews application materials and screens out applicants who do not meet minimum qualifications before the to ensure consideration date. | |
|  | *If screening questions were used:*  Human Resources runs the screening process in TAM and dispositions are changed accordingly after the to ensure consideration date.  *Optional step:* Recruitment Chair or Admin Support sends an email indicating any missing application materials through TAM. Applicants whose files remain incomplete will be excluded from further consideration. | |
|  | All dispositions in TAM should be updated to reflect the applicant status based on the appropriate Disposition Status Chart prior to the to ensure consideration date. **No recruitment panel members should have access to applicant files now.** | |
|  | 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.  *If a panel is being used:* Human Resources provisions SME for access to candidate files in TAM.  *If a committee is being used:* Human Resources provisions Recruitment Committee members for access to candidate files in TAM. | |
|  | Human Resources sends the *Applicant Review Form* with candidate names to the Recruitment Chair and SME or Recruitment Committee. | |
|  | Recruitment Chair, in collaboration with SME or Recruitment Committee, reviews and evaluates the files of applicants who have been coded as “Screen” within TAM using the developed *Applicant Review Form*. | |
| **From this point forward, if the determination is made to move to an external recruitment, please review the** [**Recruitment Panel Procedures**](http://www.uwgb.edu/UWGBCMS/media/hr/policies/RecruitmentPanelProcedures.docx) **or the** [**Recruitment Committee Procedures**](http://www.uwgb.edu/UWGBCMS/media/hr/policies/RecruitmentCommitteeProcedures.docx)**, and start on the applicable step in the process.** | | |
| **INTERVIEW PROCESS** | | |
|  | Recruitment Chair, in collaboration with SME or Recruitment Panel/Committee, completes the [**Telephone Interview/Reference Check List**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/TelephoneInterviewReferenceCheckList.docx) and sends to Designated Approver for approval (cc: [hr@uwgb.edu](file:///\\webc\hr$\campus\searchscreen\documents\forms\hr@uwgb.edu) and Admin Support). | |
|  | Designated Approver emails approval of *Telephone Interview/Reference Check List* to the Recruitment Chair (cc: [hr@uwgb.edu](file:///\\webc\hr$\campus\searchscreen\documents\forms\hr@uwgb.edu) and Admin Support). | |
|  | Human Resources provisions Recruitment Panel members for access to candidate files in TAM if a Recruitment Panel is being used. | |
|  | *Optional step:* Recruitment Panel/Committeecompletes phone interviews using the developed *Telephone Interview Questions*. If possible, all Recruitment Panel/Committee members should be present for telephone interviews. | |
|  | Admin Support changes TAM dispositions for candidates selected for phone interviews and/or reference checks to “Considered for Interview.” | |
|  | Recruitment Panel/Committee 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. | |
|  | Recruitment Chair, in collaboration with the Recruitment Panel/Committee, completes the [**On-Campus Interview List**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/OnCampusInterviewList.docx) and sends to the Designated Approver and Interdisciplinary Budget Unit Chair (if applicable) for approval (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | |
|  | Designated Approver emails approval of *On-Campus Interview List* to the Recruitment Chair (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu) and Admin Support) | |
|  | 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 changes TAM dispositions for candidates selected for on-campus interview to “Interview.” | |
|  | Recruitment Chair negotiates interview times. | |
|  | Recruitment Chair or Admin Support completes a *Candidate Interview Plan* for each candidate. | |
|  | Admin Support forwards the *Candidate Interview Plan* to each candidate. | |
|  | Recruitment Panel/Committee completes on-campus interviews using the developed *On-Campus Interview Questions*. | |
| **NEGOTIATING AND CARRYING OUT HIRE** | | |
| ***UNIVERSITY STAFF ONLY*** | | |
|  | Recruitment Chair, with input from the Recruitment Panel, creates the [**Final Candidate Justification & Authorization to Offer**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/USFinalCandidateJustificationMemo_Auth_to_Extend_Offer.docx), indicating those candidates who are acceptable for hire, and submits it to the Designated Approver for review and approval (cc: [hr@uwgb.edu](mailto:hr@uwgb.edu)). | |
|  | 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 next section of the *Final Candidate Justification & Authorization to Offer* if choosing to extend an offer to one of the acceptable candidates and forwards to Human Resources. | |
|  | Human Resources provides comments on the *Final Candidate Justification & Authorization to Offer* and forwards to Area Leader via the Dean/Division Head (if applicable). | |
|  | Area Leader approves the *Final Candidate Justification &* *Authorization to Offer* and forwards it back to the Designated Approver. | |
|  | Designated Approver or Recruitment Chair contacts candidate to negotiate offer of employment and completes the bottom portion of the *Final Candidate Justification &* *Authorization to Offer*. | |
|  | Recruitment Chair completes [**University Staff Personnel Action Form**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/PAPersonnelActionFormUniversityStaff.xlsx) and submits to Human Resources, along with the completed *Final Candidate Justification & Authorization to Offer*. | |
|  | Human Resources initiates Criminal Background Check for candidate. | |
|  | Human Resources drafts the appointment letter and sends to the candidate. | |
| ***ACADEMIC STAFF AND LIMITED STAFF ONLY*** | | |
|  | Recruitment Chair, with input from the Recruitment Panel, creates the [**Final Candidate Justification Memo**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/FinalCandidateJustificationMemo.docx), indicating those candidates who are acceptable for hire, and submits it to the Designated Approver (cc: hr@uwgb.edu). | |
|  | 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 top portion of the [**Authorization to Extend Offer**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/AuthorizationToExtendOffer.docx) and forwards to the Area Leader for approval if choosing to extend an offer to one of the acceptable candidates. | |
|  | Area Leader approves the *Authorization to Extend Offer* and forwards it back to the Designated Approver. | |
|  | Designated Approver or Recruitment Chair contacts candidate to negotiate offer of employment and completes the bottom portion of the *Authorization to Extend Offer*. | |
|  | Dean/Division Head Office or Admin Support initiates Criminal Background Check for candidate. | |
|  | Department Designee drafts the formal offer letter and sends to Area Leader for review and approval. | |
|  | Department Designee sends approved offer letter, along with any other necessary information, to the candidate electronically. | |
|  | Candidate reviews, signs, and returns offer letter to accept terms of employment. | |
|  | Department Designee compiles items and sends to Human Resources once offer letter is received by Dean/Division Head or Designee:   * Completed *Authorization to Extend Offer* form * The original, signed offer letter * Official transcript (if applicable) * [**W-4**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-employee-withholding.pdf)and[**Self-Identification Form**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/Self-ID.pdf) completed by the new employee * [**Direct Deposit Form**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/pay-direct-deposit.pdf) completed by the new employee * Completed [**Personnel Action (PA) Form**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/PAPersonnelActionForm.xlsx) | |
|  | [Form I-9 Designated Campus Contact](https://www.uwgb.edu/UWGBCMS/media/hr/forms/Form-I-9-Designated-Campus-Contacts.docx?ext=.docx) initiates I-9, Candidate completes, and Designated Campus Contact verifies documents. | |
| **CLOSING THE RECRUITMENT** | | |
|  | Supervisor completes [**Orientation Checklist**](http://www.uwgb.edu/UWGBCMS/media/hr/forms/OnboardingChecklist-Univ-NIAS-LTD-Temp.docx)**.** | |
|  | (Faculty Only) Recruitment Chair (with assistance from Admin Support) completes the *Foreign National* *Applicant Roster* with all non-selection codes if a Foreign National was hired. | |
|  | 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. | |