



UNIVERSITY of WISCONSIN
GREEN BAY

Continuous Applicant Pool Pilot Custodial and Administrative Support

In accordance with [SYS 1275: Recruitment Policies](#), it is the policy of UW System and UW-Green Bay to use merit-based principles in the recruitment and selection process in a manner that recruits a diverse, highly qualified group of applicants. In alignment with UW System direction, positions which typically have a high turnover rate may be posted continuously (as a pool) on the institutional website. The benefit of utilizing a continuous pool includes a more streamlined and time-sensitive recruitment process, less administrative work on the part of both the hiring area and HR, and a more responsive applicant experience. Given the strains upon recruiting at this time in key areas, UW-Green Bay Human Resources will be moving forward with a pilot of two continuous recruitment pools for commonly-searched positions:

Custodian: Custodians are responsible for maintaining the overall appearance and cleanliness of the designated work area. In a typical year (since 2014), we recruit for an average of 5-6 custodians. All custodians are hired at a similar rate and have similar job responsibilities, but may work alternate shifts or locations. At this time, [Oshkosh](#), [Stout](#), [Eau Claire](#), and [La Crosse](#) all have continuous custodian pool searches.

Non-Exempt Administrative Support: Administrative Assistants provide general administrative support to a designated area. In a typical year (since 2014), we recruit for an average of 11-12 administrative support positions. Administrative Assistants are generally hired at the II or III level based upon the budgetary responsibility. While the essential job functions are similar, there may be additional duties unique to a particular job. In addition, pay rates may vary based upon the scope of responsibility for the position. At this time, no other campuses have continuous administrative support pools (for ongoing positions).

Process:

Twice a Year:

- The Office of Human Resources will develop a pool posting for the above two position types.
- This pool must be posted for at least 10 calendar days before any hiring department can utilize the pool.
- **Custodial Pool**

OFFICE OF HUMAN RESOURCES AND WORKFORCE DIVERSITY
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- This pool will be advertised at a “minimum of \$15 per hour” and “locations and shifts may vary based upon the specific position”
- **Administrative Support Pool**
 - This pool will be advertised as applicable for Administrative Assistant II **and** Administrative Assistant III positions.
 - It will be posted that Administrative Assistant positions generally range from \$17 - \$20 per hour based upon the scope of responsibility of the position.
 - In general (subject to exception), the following starting salary guidelines shall apply:
 - **\$17-\$18** Admin Assistant II (all) or Admin Assistant III (small scope – supporting an individual department or program within a department)
 - **\$18-\$19** Admin Assistant III (medium scope – supporting a large department or several departments)
 - **\$19-\$20** Admin Assistant III (large scope – supporting multiple large departments with significant responsibility for budget)
 - The above salary rates will not be posted, but rather serve as a guideline. These rates will be reviewed periodically based upon market.
 - The pool will indicate that locations and work arrangements (hybrid, in-person, etc.) may vary based upon the specific position.
- For both pools, the advertisement will indicate that the application will be held until a certain date (six months from posting). Once the six months have expired, HR will open a new pool and the applicants will be notified that they can resubmit their interested in the new pool. This way, we will keep our open pools up-to-date with interested applicants.

HR Responsibility:

- HR will be responsible for assessing for minimum qualifications:
 - Custodial: running screening questions
 - Administrative Support: confirming minimal education/experience qualifications (as applicable) and changing disposition status in TAM
 - Proposed standard minimum qualifications for assessment:
 - High School Diploma
 - Working knowledge of desktop hardware, standard business software programs (e.g. Microsoft Office products), and the internet.
 - At least one year of related experience



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- HR will develop a sample list of interview questions for administrative support positions that will be available to hiring managers (custodial already has a standard list of questions).

When a department has a vacancy:

- Department submit an [Authorization for Recruitment](#) through the standard process for position request.
- Once approved, the recruitment chair will submit to the designated approver (and HR) the following forms:
 - [Recruitment Plan](#) indicating who will be part of the panel,
 - [Applicant Review Form](#) to identify preferred qualifications they will be assessing,
 - [Telephone Interview Questions](#) and/or [On-Campus Interview Questions](#) that will be utilized,
 - [Reference Interview Questions](#) that will be asked,
 - [Candidate Interview Plan](#) identifying what activities the candidate will participate in during their interview
- So long as 10 days have passed since the original pool was posted, the chair and subject matter expert (SME) will get access to the continuous pool in TAM as soon as the above forms are collected and approved.
- The chair and SME will review applicants in the pool utilizing their prepared [Applicant Review Form](#) to determine who they would like to invite for interviews (either phone or on-campus). They would then submit either the [Telephone Interview List](#) or [On-Campus Interview List](#) (depending on the circumstances).
- Once the list is approved by the designated approver, the selected applicants will be contacted by Human Resources with a request for interview and provided the following position specific information and the position description:
 - UW System Title and Business Title
 - The PRC-approved wage rate or range
 - Location, shift, and work arrangement details
- The applicant can accept or deny the request for interview based upon the information above.
- From there, the interview process will move as is standard, with the [Final Candidate Justification & Authorization to Offer \(University Staff Only\)](#) being submitted at the end of the process.

Internal Applicants

In accordance with the UW-Green Bay [Recruitment and Hiring Policy](#), departments continue to have the ability to post separately for internal recruitment (open to only UW System employees) should they chose to at



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the time of Authorization for Recruitment submission. If an internal recruitment does not gather a well-balanced group of candidates as determined by the designated hiring authority, dean/division head/director, and/or affirmative action officer, the department may move to consideration of the pool (and invite the internal applicants to apply for the pool).

In addition, internal UW-Green Bay and UW System applicants who may be looking to change jobs are encouraged to apply to the pools and be notified consistent with external applicants when there is an open position for which they would be considered.

Updated: 1/27/2022

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