
















Purpose of the Checklist: To provide steps to work through the recruitment process from beginning to end.

What You Will Need: Forms or additional materials are identified per step and linked via the Document icon. All forms needed to complete the recruitment process are available on the [UWSP Recruitment Forms website](#) or in the side menu. Additional resources are available on the Recruitment OneDrive linked on the Recruitment Forms website.

| Instructions | Who is Responsible | Approval | Completed |
|---|--|--|-----------|
| PRE-SEARCH | | | |
| 1. Establish/verify a need in the work unit | Direct Supervisor | N/A | |
| 2. Complete the HR Position Request Form via E-Forms. <i>HR to determine if position needs to be (re)titled.</i>  | Direct Supervisor <i>Department/Unit</i> | Approval Chain <i>ex. Director, Dean, Provost</i> | |
| 3. Once the Position Request is approved and a title is assigned, complete a Position Positioning Supplemental Form  | Direct Supervisor <i>Department/Unit</i> | N/A | |
| 4. Identify the search and screen committee and complete the Search and Screen Committee Form via E-Forms  | Direct Supervisor, Hiring Authority <i>Department/Unit</i> | N/A | |
| <i>University Staff Committee Guidance: There is no minimum number for the committee make-up and the hiring authority can participate. HR recommends more than one committee member where possible.</i> | | | |
| 5. Committee members sign the UWSP Search & Screen Confidentiality Agreement and retain this document in their local search file  | Search and Screen Committee | N/A | |
| 6. Complete the Position Self-Evaluation American with Disabilities Act Form and retain this document in the local search file.  | Search and Screen Committee with Direct Supervisor/Hiring Auth | N/A | |
| 7. Complete the Recruitment Plan Form via E-Forms. <i>This is the last form that needs to be submitted for HR to post the position.</i>  | Search and Screen Committee with Direct Supervisor/Hiring Auth | N/A | |
| 8. Review the Recruitment Training (recommended) .  | Search and Screen Committee | N/A | |
| 9. Take the Ethical and Equitable Search Training if it has not been completed in the past 2 years. Link on the Recruitment/Hiring page.  | Search and Screen Committee | N/A | |
| 10. Once all forms are submitted & approved, HR will create a Position Announcement for the Supervisor to review and approve. At that time, HR will post the position. Committee to enact Recruitment Plan. | Search and Screen Committee | N/A | |
| <i>FYI: All University Staff searches are posted for a minimum of two weeks.</i> | | | |

| SEARCH | | | |
|--|---|--|--|
| 1. Email initial screening tool to hr@uwsp.edu . Once approved, upload into TAM. Both Word and Excel versions are available in Recruiting Process dropdown menu.  | Search and Screen Committee | HR | |
| 2. Screen applicants using the approved screening tool. Decide if conducting phone interviews. Upload interview & reference questions to TAM. | Search and Screen Committee | N/A | |
| 3. Submit the Interview Request and Applicant Log . The Form must be approved before on-campus/final interviews are scheduled. For FASLI attach Finalists Resumes/CVs and Cover Letters.  | Search and Screen Committee | Approval Chain <i>ex. Director, Dean, HR Director</i> | |
| 4. Once the Interview Request and Applicant Log is approved, schedule and conduct on-campus/final interviews. | Search and Screen Committee | N/A | |
| 5. Complete Background Check Form (CBC/Fin/SHRC/POPE) for finalists before, during, or after on-campus/final interviews.  | Search and Screen Committee | N/A | |
| 6. HR will communicate results to requester once CBC/Fin/SHRC/POPE are completed. | Human Resources | N/A | |
| <i>Hint: To expedite the process, request that candidates invited to on-campus/final interviews also bring official transcripts, if required.</i> | | | |
| 7. Assess candidates based on the on-campus/final interviews | Search and Screen Committee | N/A | |
| 8. Submit the Appraisal for Finalist Candidates Form .  | Search and Screen Committee | Hiring Authority and HR Director | |
| OFFER, ACCEPTANCE, AND HIRE | | | |
| 1. After approval of the Appraisal for Finalist Candidates, HR emails the hiring authority that requests information for the intended hire (i.e. name, start date, salary). HR ensures background checks are completed. | Direct Supervisor, Hiring Authority, HR | HR | |
| 2. Reference Checks are conducted, if not already completed. Submit at least 2 reference checks to HR. | Direct Supervisor or Hiring Authority | N/A | |
| 3. HR notifies Hiring Authority to make the verbal offer. | HR, Hiring Authority | N/A | |
| 4. Submit Recommendation for Faculty or Academic Staff Appointment and the Personnel Appointment Form (PAF) OR Recommendation for University Staff Appointment Form with transcripts, if required.  | Direct Supervisor, HR Director | N/A | |
| 5. Communicate with applicants the position has been filled. | Search and Screen Committee | N/A | |
| 6. Shred all committee notes from the recruitment. | Search and Screen Committee | N/A | |