











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 a Position Description template to be included with the HR Position Request (Step 3). 	Direct Supervisor	N/A	
3. Complete the HR Position Request Form via E-Forms. <i>HR to determine if position needs to be (re)titled.</i> 	Direct Supervisor or delegate	Approval Chain <i>ex. Director, Dean, Provost</i>	
4. Identify the search and screen committee and complete the (a) Search and Screen Committee Form via E-Forms. Once the E-Form is submitted each committee member will be asked to agree to the (b) Search & Screen Confidentiality Agreement via e-mail. Submitter of Committee Form must confirm everyone has agreed to it prior to screening on step 2 of Search. 	(a) Direct Supervisor, Hiring Authority, or delegate (b) Submitter of Search and Screen Committee Form	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. 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> 	Chair/TA with Direct Supervisor/Hiring Auth	N/A	
6. Review the Recruitment Training (recommended). 	Search and Screen Committee	N/A	
7. Take the Ethical and Equitable Search Training via Canvas if it has not been completed in the past 2 years. 	Search and Screen Committee	N/A	
8. Once all forms are submitted & approved, HR will create a Position Announcement for the Supervisor to review and approve. Once approved, HR will post the position and send a pre-filled screening tool, final position announcement, and position description. Committee to enact Recruitment Plan.	HR, Supervisor, Search and Screen Committee	Supervisor (e-mail approval required)	

FYI: All searches require a minimum of a two-week (14 days) posting time.


SEARCH

1. Screen applicants using the approved screening tool. Decide if conducting phone interviews. Upload interview & reference questions to TAM.	Search and Screen Committee	N/A	
2. Submit the Interview Request Form (IRF) . The Form must be approved before on-campus/final interviews are scheduled. For FASLI, attach finalists resumes/CVs and cover letters. 	Chair/TA	Director, Dean, HR Director	
3. Once the IRF is approved, schedule and conduct on-campus/final interviews.	Chair/TA	N/A	
4. Complete Background Check Form (CBC/Fin/SHRC/POET) for finalists before, during, or after on-campus/final interviews. 	Chair/TA	N/A	
5. HR will communicate results to requester once CBC/Fin/SHRC/POET are completed.	Human Resources	N/A	

Hint: To expedite the process, request that candidates invited to on-campus/final interviews also bring official transcripts, if required.

6. Assess candidates based on the on-campus/final interviews	Search and Screen Committee	N/A	
7. Submit the Finalist Appraisal Form (FAF) . 	Chair/TA	Hiring Authority and HR Director	

OFFER, ACCEPTANCE, AND HIRE

1. After approval of the FAF, 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 FASLI Appointment Form (RAF) OR Recommendation for University Staff Appointment Form with transcripts, if required. 	Direct Supervisor, HR Director	RAF: Approval Chain via DocuSign	
5. Communicate with applicants the position has been filled.	Chair/TA	N/A	
6. Shred all committee notes from the recruitment.	Chair/TA	N/A	

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