Position Requisition

- 1. Consult Dean/Director or Authorizing Administrator
- 2. Complete the Request to Fill (RTF). (Attach Position Description (PD), Org Chart (OC), Position Announcement (PA), search committee members (if known))
- 3. Send RTF to Dean/Director/Chair or Authorizing Administrator for approval.
  - 3a. Upon approval, RTF is routed to HR for titling PD Review, Salary Verification, FLSA Testing, CUPA Code, etc.
  - 3b. HR routes RTF to the Budget Office and Executive Staff for approval (if applicable).
- 3c. Upon approval from Executive Staff, Affirmative Action will schedule and conduct the Outreach Meeting with the Hiring Authority, the Search Committee Chair (if different), and HR to review and discuss the PA, Outreach/Search Plan, and Search Committee composition
- 3d. After the Outreach Meeting, HR will:
  a) post job. (No cost: TAM, UWEC Website and List Serve, WI Job Center, HigherEdJobs.com, Hmong Association, El Centro, AICOC, Insidehighered.com, Handshake and other no cost sources.)
  b) Human Resources will post other listings. (For Fee: Leader Telegram, department specified websites, etc.)
- 4. Act as or assign and handoff to Search Committee Chair to facilitate search committee functions.

SearchWell
A Collection of References and Tools for Search and Recruitment

https://www.uwec.edu/kb/article/search-well

Search Committee Chair
(Administrative Coordinator)

- 5. Search Committee Chair finalizes the search committee membership and invites them to a Search Kick-off meeting with Affirmative Action/HR to review search process and requirements
  - 5a. On the application priority date, Affirmative Action will review the candidate pool demographics for diversity to determine if the posting should be extended.
- 6. Committee members begin screening the applications based on the qualifications advertised for the position/Right person, right job/PD/Team. Record information using the Candidate Assessment form (BP Logix). NOTE: A spreadsheet of candidates may be used to collect and process applicant information.
- 7. Notify unsuccessful applicants if they are categorically excluded or if you would fail the search rather than hire them. (See sample e-mail wording below.) Correspond via TAM email or other communication method.
- 8. Conduct Screening interviews via phone/Skype (optional)
- 9. Contact references provided by applicants for those being considered for on-campus interview (Reference checks may also be done after campus visits.) NOTE: If you choose to contact "off-list" references, you must inform the applicant first.
- 10. Select Candidates for on-campus interviews and update and submit to the Authorizing Authority and HR the Candidate Assessment/Recruitment Activity Form (or spreadsheet) in BP Logix with results/decisions for approval by Affirmative Action of on-campus interview choice.
- 10a. Wait until you are notified from HR all approvals have been obtained before inviting candidates for interview.
- 11. Coordinate (date, time, location, questions, etc.) and conduct the on campus interviews with search committee.
- 12. Upon completion of interviews, discuss the candidates’ qualifications with the search committee and other relevant stakeholders.
- 13. Submit the Justification of Candidate Selection form to your dean/director/chair or authorizing administrator for approvals and then to HR to recommend a candidate for hire and to get approval from Affirmative Action.
- 13a. Wait until you are notified from HR all approvals have been obtained before making a verbal job offer.
- 14. Submit a PARF, through BP Logix, to your dean/director or authorizing administrator for approvals. NOTE: Upon approval, HR will create and send to the candidate a contract letter. Any noted differences such as salary, from the RTF form may require re-approval from Executive Committee and/or Budget.
- 15. Request Criminal Background Check from candidate via BP Logix form and submit to HR. CBC must be complete before employee can begin work.
- 16. After you have an accepted offer of employment, notify those not selected. (via TAM email correspondence or other communication method.)
- 17. Retain search materials for seven years. TAM serves as the retention venue for all applicant materials submitted electronically

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