**Position Title**: Click here to enter text.

**PVL Number**: Click here to enter text.

**Completed by**: Click here to enter text. **Date**: Click here to enter a date.

Note: the order in which tasks are completed may vary based on the vacancy or type of recruitment. For help with any step of the recruitment process, see the [Recruitment Toolkit](https://hr.wisc.edu/hr-professionals/recruitment/).

**Pre-Recruitment**

**Develop Position Description**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties**  |
| Identify a vacant position and appropriate standard job description (SJD) | [ ]  | Supervisor |
| Review and update SJD * Assess current and future position to address unit goals
* Assign percentages to essential responsibilities
* Add unique responsibilities, if applicable
* Develop minimum requirements
* Identify knowledge, skills, and abilities (qualifications)
* Identify the hiring salary range based on qualifications needed
* Identify deadline date
* Create application instructions that are clear to applicants
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, HR Staff, and IFSS-consultation |
| Create and submit PVL in Job and Employment Management System (JEMS) | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, or HR Staff |
| Approve PVL via JEMS  | [ ]   | Division HR and Compensation Administration (if not delegated to division), IFSS |

**Identify Applicable Mandatory Process**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Determine if a mandatory process is required before creating a job posting (i.e., Blue Collar Multi-Shift, reemployment after layoff, referral priority) | [ ]  | OHR and Division HR  |
| **Develop Recruitment Strategy and Advertising Plan** |  |  |
| **Task** | **Completed** | **Responsible Parties** |
| Determine type of recruitment * Standard
* Internal
* Centralized (University Staff Only)
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, and Division HR |
| If internal, provide justification to central OHR | [ ]  | Division HR  |
| Select search committee members if applicable (Search Committee panel members can be entered in TREMS)* Select chair
* Watch unconscious bias video
* Meet with search committee to develop a recruitment plan that includes all elements of the selection process
* Review search committee guidelines
 |[ ]  Hiring Manager/Supervisor, Hiring Administrator, and HR Staff |
| Determine strategy for recruiting a diverse applicant pool | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, and Division HR |
| Submit a Recruitment Efforts Plan (REP) via JEMS | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, HR staff, and Talent Acquisition (TA) and OAAPP-consultation |
| Identify advertising and recruitment sources for the job market such as:* Indeed
* Community Organizations
* Professional Networks and Associations
* Social Media Platforms: LinkedIn, Twitter, Facebook
* Job/Career Fairs
* Industry-specific online job boards and publications
* Radio
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, HR staff, and TA, IFSS, and OAAPP-consultation  |
| Create concise, clear, and accurate recruitment ads* What is the job?
* Who is the ideal candidate?
* What qualifications are needed?
* What experience is required?
* What other information is required?
* How can I make the position stand out?
* How can I make the job look attractive?
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, HR staff, and TA and IFSS-consultation |
| Create job posting in TREMS  | [ ]  | Hiring Administrator,Division HR |

**Determine Assessment Methods**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Determine assessment methods such as:* Minimum qualifications
* Work History
* Résumé screen
* Presentations
* Interviews
* Reference checks
 |[ ]  Hiring Manager/Supervisor, Hiring Administrator, HR staff, and TA consultation |
| Establish criteria and benchmarks* Pre-established
* Job related
* Nondiscriminatory
 | [ ]   | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, Division HR, and TA consultation |
| Develop interview questions and benchmarks such as:* Behavioral-based
* Past performance
* Technical questions
 | [ ]   | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, Division HR, and TA consultation |

**Recruitment**

**Announce/Attract**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Review job posting in TREMS, approve and release to employment website. Check for the following:* Type of recruitment
* Deadline date
* Work Type
* Application type and instructions
* Advertising summary
* Recruitment Process
 | [ ]  | Division HR and TA |
| Advertise vacancy based on advertising and outreach plan  | [ ]  | Hiring Administrator or HR staff |
| Collect applicant materials (Electronic Process in TREMS) | [ ]  | TREMS |
| Automatic letter of acknowledgement sent to applicants via TREMS | [ ]  | TREMS |

**Assessment/Evaluation**

**Perform Initial Screen of Applicants**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Review applicant documents in TREMS or bulk compile and send documents for review | [ ]  | Hiring Administrator |
| Evaluate minimum qualifications if applicable | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Evaluate applicant materials based on assessment methods and predetermined criteria and benchmarks | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Select applicants to move to next phase of the assessment process and update status in TREMS | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Communicate with applicants via TREMS regarding status | [ ]  | Hiring Administrator or HR Staff |

**Interview**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Select interview panel(s) if applicable* Identify chair
* Watch unconscious bias video
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Determine interview format * Phone
* Video
* In person
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Meet with interview panel(s) if applicable* Review questions and benchmarks
* Discuss interview format
* Number of rounds
* Number of interview panels
* Phone
* Video
* In person
* Determine interview question sequence
* Round robin
* Specific questions asked by each panel member
* Remind panel members that they must ensure a fair and equitable practice throughout the selection process
* Ensure all decision making is measured and objective
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and HR Staff |
| Determine interview location | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Schedule interviews either through TREMS automated process or outside of the system | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, or HR Staff |
| Complete evaluation and take actions after interview* Evaluate interviews and benchmarks
* Recommend finalists and update status in TREMS
 | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, Search Committee, and/or HR Staff |
| Communicate with applicants via TREMS regarding status | [ ]  | Hiring Administrator or Division HR |

**Reference Check**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Verify reference list with top candidates and inform them that references will be contacted, which may include current and former supervisors | [ ]  | Hiring Manager/Supervisor, Hiring Administrator or HR Staff |
| Check references and document responses | [ ]  | Hiring Manager/Supervisor, Hiring Administrator or HR Staff |

**Selection**

**Extend Offer and Create Appointment**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Determine salary and title (if applicable) | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, HR staff, and Compensation Admin consultation |
| Extend verbal offer to selected candidate | [ ]  | Hiring Manager/Supervisor, Hiring Administrator or HR Staff |
| Negotiate salary if applicable | [ ]  | Hiring Manager/Supervisor, Hiring Administrator, HR staff, Compensation Admin consultation  |
| Complete background checks including criminal background check (CBC) and sexual violence/sexual harassment reference check on selected candidate (if applicable) | [ ]  | Background Check Coordinator |
| After all negotiations are complete and agreed upon, in TREMS change the status of the selected candidate to “verbal offer” and complete the offer card* Select title and title code (if applicable)
* Identify Onboarding Coordinator
* Upload completed and signed offer letter and other offer attachments, including letter of offer attachment
* Approve offer card
 | [ ]  | Hiring Administrator, Division HR |
| In TREMS change status to “online offer made” to send the offer to the candidate | [ ]  | Hiring Administrator or Division HR |
| Confirmation of acceptance of offer and new starter form completed (system generated) | [ ]  | TREMS |
| Inform Onboarding Coordinator of hiring decision and start date | [ ]  | Hiring Manager/Supervisor or HR Staff |
| Initiate Onboarding Program Activities | [ ]  | Onboarding Coordinator and Hiring Manager/Supervisor |
| Communicate with unsuccessful applicants regarding nonselect status and move status to “No longer considered” in TREMS | [ ]  | Hiring Administrator or Division HR |
| Upon receipt of accepted offer/new starter email complete the hire in JEMS Hire to push to HRS (best practice is to enter the hire at least 7 days prior to the start date) | [ ]  | Hiring Administrator, HR Staff  |

**Close Recruitment**

|  |  |  |
| --- | --- | --- |
| **Task** | **Completed** | **Responsible Parties** |
| Save recruitment file based on the record retention schedule | [ ]  | Hiring Administrator and/or HR Staff |
| Send the following University Staff and Fixed Term-Finite documents to pdocs@ohr.wisc.edu within 30 days of hire or upload directly into ImageNow:* Appointment letter
* Signed position description
* Updated appointment letter (if applicable)
 | [ ]  | Closeout Coordinator |