**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**

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| --- | --- | --- |
| **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**

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| --- | --- | --- |
| **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**

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| **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**

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| **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**

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| **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**

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| **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**

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| **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](mailto: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 |