

## Screening Process for Academic Staff Hiring

*(Please follow required steps as outlined in the Summary of Faculty Hiring before proceeding to the next screen)*

**Wisconsin Statute 19.31 requires that all applicant materials are considered confidential until an applicant has been selected as a “finalist” for the position.**

### **Screen 1: Complete/Incomplete Applicant Files**

*This screen is completed by the Department Associate and/or search chair. Reminder: the Department Associate can let candidates know about missing information in their files through the priority date.*

### **Screen 2: Minimum Qualification Requirements (as listed on the vacancy announcement)**

*This screen may be completed by the Department Associate and/or search chair and/or committee once the priority date has arrived. A candidate who does NOT meet the minimum qualifications can be sent a letter of rejection after this screen has been completed (sample template online).*

### **Screen 3: Candidate Pool Assessment**

*Complete search committee involved using assessment criteria developed from the vacancy announcement and position description.*

#### **Telephone Interviews (as appropriate)**

*Interview questions to be approved by AA Officer and Appointing Authority (Director of Human Resources) prior to interviews (sample template process provided online).*

*At least two committee members must participate in each interview; use speaker phone and tape record interviews for full committee review. Inform candidates the interviews are being recorded.*

***Include the following question:** “To let you know what our process will be, our next step will be to contact references for those applicants having the necessary background and to do secondary or blind reference checks. Do we have your permission to contact primary and secondary references?”*

### **Screen 4: Reference Checks (listed and blind)**

*Questions must be approved by AA Officer and Appointing Authority (sample process provided online).*

### **Screen 5: On-campus Interviews (see steps 6-8)**

*Determine the interview agenda. (e.g., interview, and, if applicable, presentation to university community, director/department chair meeting, department tour, campus tour, community tour, who provides transport to and from airport, dinner meeting, etc.) including a meeting with Human Resources (benefits briefing) for all candidates.*

**Screening process is complete and Form G, Candidate(s) Recommended for Appointment is submitted and discussed with the Appointing Authority (See Step 9).**