

- I. **Purpose:** The purpose of this policy is to provide a framework for UW Superior to use in the development of merit-based recruitment, selection and hiring processes that produce a talented, effective workforce and that reflect UW-Superior's commitment to the principles of equal employment opportunity, non-discrimination, and cultural diversity.
- II. **Procedure:**
1. **Supervisor fills out *Request to Fill* and attaches an updated position description**
 - a. A well-conceived and well-written job description is essential because it states the criteria against which the applicant will be evaluated.
 - b. Hiring supervisor should obtain all necessary signatures prior to submitting to HR
 2. **HR meets with hiring supervisor to talk about *Recruitment Strategy***
 - a. A position description review will take place to make sure required and preferred qualifications are appropriately listed to accurately reflect the essential job duties
 - b. A balanced interview panel will be formed. The panel must be diversely composed with at least one person representing an affirmative action group; i.e. racial/ethnic minorities, women, or persons with disabilities. The panel members must be familiar with the position and the skill set that is required.
 - c. Determine advertising sources and content
 - d. Develop selection criteria (screening questions in TAM, written assessment, observational assessment consistent with TC 1)
 - e. Develop ***Selection Criteria and Applicant Evaluation form***
 - i. The selection criteria and applicant evaluation form will be created based on the qualifications listed in the position description and vacancy announcement. You may not ignore required qualifications or add qualifications you did not include in your position announcement.
 - f. Develop budget and starting salary guidelines
 3. **HR meets with interview panel members**
 - a. Discuss roles
 - b. Discuss selection criteria and applicant evaluation form
 - c. Panel members work on interview questions and submit to Human Resources for AA approval
 4. **Internal recruitment**
 - a. HR posts position internally for 5 business days
 - b. Internal applicants submit cover letter, resume and a list of three professional references into TAM (consideration is available only to employees, both those employees with an expectation of continued employment and temporary employees, within UW-Superior)

- c. HR meets with hiring supervisor to review internal applications and screen application material using the ***Selection Criteria and Applicant Evaluation Form*** to determine eligibility.
 - i. Interview internal applicants or move on to external recruitment
 - 1. If a viable applicant pool of two or more exists, interviews can take place and if candidate is selected, recruitment is complete
 - 2. If a viable applicant pool does not exist and the hiring supervisor believes a more qualified and diverse applicant pool may be found by broadening the recruitment area, outside recruitment will be pursued. The internal applicant pool would then be considered simultaneously with the outside recruitment pool.

5. External Recruitment

- a. HR posts externally for a minimum of 10 business days and submits all advertising (consideration is provided to all applicants internal to the UW System as well as outside the UW System)
- b. Once application deadline has been met, HR runs stats based off of screening questions
- c. HR meets with hiring supervisor to review applicant documents of the entire pool of applicants and make an initial assessment (yes/no) of each candidate to determine whether each applicant should be considered further. The assessment shall be based on whether the candidate meets the minimum selection/qualifications criteria, the ***Selection Criteria and Applicant Evaluation*** form will be used. A viable pool must consist of two or more qualified applicants. If a viable pool is not reached, the search will be considered a failed search.
- d. Applicants who do not meet the minimum selection criteria for the position during the initial screening, performed by the hiring supervisor and HR, will receive no further review.
- e. The applicant pool will be shared with the entire interview committee and it will be determined if telephone interviews are necessary. Telephone interviews shall be conducted if viable applicant pool is greater than seven people.
 - i. If telephone interviews are necessary, the hiring supervisor will provide application materials and approved interview questions to panel members to prepare for telephone interviews. The panel will use the ***Telephone Interview Process*** as a guide.
 - ii. The hiring supervisor and the full interview panel conduct phone screens. During the telephone interviews a common list of core questions will be asked of all persons interviewed. Once all interviews have taken place, the interview panel provides feedback on interviews to supervisor. Supervisor must submit the ***Roster of Applicants*** form to HR which indicates who they would like to bring forward for on campus interviews. HR updates applicant disposition in TAM.

6. On campus interviews

- a. Supervisor reserves a room for interviews and submits a block of time that works for all committee members to HR. HR calls candidates and schedules the interview.
- b. Interview panel conducts on campus interviews
 - i. Panel uses selection criteria and applicant evaluation form again to guide decisions.
- c. When all interviews are complete the Supervisor meets with panel to verbally talk about the candidate's strengths and weaknesses.

7. Reference checks

- a. Three professional **Reference Checks** shall be conducted on the top finalist. At least two panel members must be present while conducting the reference checks. A standard set of questions that have been approved by Human Resources will be used. For each call, a written summary record will be maintained.
 - i. If you are checking blind references, you must first notify the applicant
- b. If supervisor receives good references and wants to proceed with hiring, the Supervisor submits the **Candidate(s) Recommended for Appointment** form to HR.
 1. HR determines starting salary in accordance with the compensation policy.

8. Verbal Offer

- a. HR verbally offers position to selected candidate, pending criminal background check
- b. HR proceeds with onboarding activities
 1. Notify new hire and supervisor when CBC is complete
 2. Draft contract
 3. Enter new hire into HRS
- c. HR sends rejection letters to all other candidates and updates all dispositions in TAM.

9. Document Retention

- a. Applicant materials for the successful candidate should be transferred to his or her personnel file
- b. All other materials must be retained for a period of seven years after the position is filled, including:
 - Position announcement
 - Request to fill form
 - Interview and reference check questions
 - Recordings of interviews or reference checks
 - Strengths and weakness form
 - Recommendation to hire form
 - Documentation shared by or created by the search committee (personal notes need not be retained)

III. Pertinent State Laws and Regent Policies:

Wis. Stat. § [230.01, Statement of policy](#)

Wis. Admin. Code Chapter [UWS 3, Faculty appointments](#)

Wis. Admin. Code Chapter [UWS 10, Academic staff appointments](#)

Wis. Admin. Code Chapter [ER-8, Entry professional program](#)

Wis. Admin. Code Chapter [ER-10, Limited term appointments](#)

Wis. Admin. Code Chapter [ER-30, Career executive employment](#)

Wis. Admin. Code Chapter [ER-34, Project employment provisions](#)

Wis. Admin. Code Chapter [ER-MRS 1, Definitions](#)

Wis. Admin. Code Chapter [ER-MRS 6, Recruitment and examination](#)

Wis. Admin. Code Chapter [ER-MRS 7, Appointing procedure for unskilled labor and service classes](#)

Wis. Admin. Code Chapter [ER-MRS 8, Procedures for corrections and entry professional positions](#)

Wis. Admin. Code Chapter [ER-MRS 10, Limited term appointments](#)

Wis. Admin. Code Chapter [ER-MRS 11](#), Employment registers
Wis. Admin. Code Chapter [ER-MRS 12](#), Certification and appointment
Wis. Admin. Code Chapter [ER-MRS 13](#), Probationary periods
Wis. Admin. Code Chapter [ER-MRS 14](#), Promotion
Wis. Admin. Code Chapter [ER-MRS 15](#), Transfer
Wis. Admin. Code Chapter [ER-MRS 16](#), Reinstatement and restoration
Wis. Admin. Code Chapter [ER-MRS 17](#), Demotion
Wis. Admin. Code Chapter [ER-MRS 27](#), Exceptional methods and kinds of employment
Wis. Admin. Code Chapter [ER-MRS 30](#), Career executive employment
Wis. Admin. Code Chapter [ER-MRS 32](#), Acting assignments
Wis. Admin. Code Chapter [ER-MRS 34](#), Project appointment