

CHECKLIST OF PROCESS FOR HIRING FACULTY / ACADEMIC STAFF

Activity	Who Responsible	Estimated Completion Date	Comments
1. Develop or update position description; submit justification for position to be filled to Dean/Unit Head along with position description	Convener of position		Consult with Human Resources for assistance with PD
2. Consult with Human Resources to determine appropriate title and salary range	Convener		HR can provide the salary range minimum, mid-point, and maximum and language to use in the position announcement
3. Effective December 1, 2007, all new hires require successful completion of a criminal background check.	Convener		Convener may check with HR for language to be included in position description.
4. Form committee with chair to conduct the hiring process; if for academic staff or administrative position at the Director level or above, you must include an AA Rep - contact E&AA Office	Convener		Contact E&AA Office for affirmative action representative
5. If new or changed academic staff position, complete "Unclassified Position Questionnaire" to determine position range	Convener		Form available on HR web site at http://www.uwosh.edu/hr or see HR for assistance
6. Develop draft position announcement	Convener		Form available on HR web site at http://www.uwosh.edu/hr .
7. Contact Equity & Affirmative Action Office to schedule a "Hiring Orientation" for search committee	Search Chair or Convener		Convener also gives "charge" to academic staff search committee
8. Determine search criteria and required application materials; complete Position Announcement/Authorization to Recruit, and Recruitment Plan for Hiring forms	Search Committee/Convener		Person giving E&AA orientation can assist committee with review and completion of position announcement
9. Prepare advertisement copy to reflect requirements stated in the Position Announcement, attach advertising copy	Search Chair or PA		Language on criminal background check must be stated in the ad or a web site directing candidates to the position announcement must appear
10. Approve Position Announcement/Authorization to Recruit and Recruitment Plan for Hiring	Dean/Unit Head, E&AA, Provost, Budget Office		Begin approval process by submitting forms to HR
11. Approval e-mail with assigned position number	HR to Search Chair		Advertisements should not be placed until e-mail is received
12. Place advertisements	Search Chair with Record-Keeper		HR can assist with language in advertisements
13. Decide on what is to be sent to applicants along with acknowledgement letter, Equal Opportunity Request Form, and Self-Identify Preference Form: * Position announcement? * Position description? * Search timeline? * Web site? * Materials on college, unit, UW Oshkosh & Oshkosh area?	Search Committee		Equal Opportunity Request Form and Self-Identity Preference Form available on E&AA web site at www.uwosh.edu/affirm-act/

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14. Develop letters: * Acknowledgement of application letter (to include list of application materials not yet received) * For those who do not meet position requirements * For those left in the pool when position is filled * For those not interviewed initially	Search Chair with Record-Keeper		Sample Letters for Use in Hiring Process available on E&AA web site at www.uwosh.edu/affirm-act/
15. Record-keeping process: * Make folder for each applicant * Determine completeness of applications * Send acknowledgement letter when application is received, include whether application is complete or still missing materials plus date by which materials should be received	Person doing record-keeping for Search Committee		Sample Candidate Record-keeping form included on E&AA web site at www.uwosh.edu/affirm-act/
16. Develop an evaluation form used to review applications; reflects Position Announcement job requirements	Search Committee	Before application deadline date	Sample Evaluation Forms for Candidate Applications for faculty, administrator, and professional academic staff positions on E&AA web site at www.uwosh.edu/affirm-act/
17. Develop process to evaluate applications received after first evaluation date or deadline	Search Committee		This is especially important for searches that will accept applications until the position is filled.
18. Approve applicant pool composition	E&AA Director	Application deadline date	This step is necessary only if the position has a hiring goal for women or minorities
19. After applicant pool is approved, begin screening applications; determine how to access applications	Search Committee	After deadline date	Screening of applications should begin only after deadline date or published date of first application review
20. Applicants who do NOT meet minimum position requirements are identified & informed	Committee and/or Chair		Sample letter available on E&AA web site at www.uwosh.edu/affirm-act/
21. Use "Sample Evaluation Form for Candidate Applications" to "tier" qualified candidates, include detail on strengths and weaknesses and how position requirements are met or not met. The pool of semi-finalists is established	Committee		Sample Evaluation Form for Candidate Applications" on E&AA web site at www.uwosh.edu/affirm-act/ Candidates must not be ranked, but listed in alphabetical order
22. Determine when and how to check references; develop the core questions to be asked; you cannot talk with those not referenced unless you are granted permission to do so by the candidate; talk with references in groups of 2 interviewers minimum if possible.	Committee		Sample Applicant Reference Check Form on E&AA web site at www.uwosh.edu/affirm-act/
23. Optional: telephone interviews of semi-finalists; determine core questions to be asked, use group of two interviewees minimum, if possible.	Committee		Sample Telephone Reference Conversation Record Form on E&AA web site at www.uwosh.edu/affirm-act/
24. Prepare summary of all applicants, "Interview and Hiring Form" and submit to Dean/Unit head; includes recommendations of applicants for campus interviews	Committee		Open communication between Department / unit and Dean / Unit Head during this process, especially starting at this point and continuing Sample Interview and Hiring Form available on E&AA web site at www.uwosh.edu/affirm-act/
25. Approve Interview and Hiring Form - applicants for campus interviews, Section 4	Dean/Unit Head, E&AA Director		Chair submits Interview and Hiring Form to E&AA Office; interviews may not be scheduled until Interview and Hiring Form is approved

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26. Send letter to non-finalists informing them they are still candidates for the position but have not been selected as a finalist	Chair/Record-keeper		Sample letter available on E&AA web site at www.uwosh.edu/affirm-act/
27. Request official transcripts and three letters of reference from all finalists	Convener/chair		These documents are necessary for a hire to be completed
28. Prepare for campus visits by candidates: * Send itinerary to candidates in advance * Give candidates a "Campus Liaison" to connect with before, during, and after campus visit	Committee/ Chair/Unit Head		All candidates treated the same for travel expenses; reimbursed by department/unit
29. Campus visits and interviews take place; materials needed for the interviews include core questions, position qualifications, appropriate and inappropriate interview questions, and an evaluation form	Committee		If non-committee members are asked to complete an evaluation form, do not include name of staff member- Candidate Summary Evaluation form and Appropriate Interview Questions on E&AA web site at www.uwosh.edu/affirm-act/
30. Interview and Hiring Form completed on those interviewed, Section 5	Committee Chair		
31. Interview and Hiring Form returned to E&AA Office with outcome of candidate interviews	Dean/Unit head or E&AA		Also to be completed and returned to E&AA Office for "Failed Search," indicating reason search failed.
32. Select Candidate	Committee & Dean/Unit head		Committee provides hiring recommendations for all interviewed; Convener makes hiring decision
33. Criminal background check completed	Convener		Convener alerts Equity & Affirmative Action Office of need to conduct check and supplies to E&AA copy of resume or contact information and work history on vita
34. For hiring non-instructional academic staff, consult with Human Resources for salary advice	Convener		With knowledge base HR possesses on salary, conveners can be well informed when negotiating with candidates by speaking with HR
35. Negotiate offer to candidate; negotiate starting date/salary	Dean/Unit head		
36. Share "Spousal & Partner Employment" website with candidate	Dean/Unit head		
37. Prepare contract and other hiring paperwork	Dept/unit		Contact HR if assistance needed with this process
38. Follow-through for candidates left in pool	Convener/Chair		Convener should notify finalists of non-selection, preferably by phone. Chair should notify all candidates not selected by letter. Sample letters on E&AA web site at www.uwosh.edu/affirm-act/
39. Search & Screen records prepared according to Search and Screen Records Retention Process and taken to E&AA Office for storage	Committee Chair		May keep in department/unit if desired; process is described on E&AA web site at www.uwosh.edu/affirm-act/
40. Hiring paperwork completed and sent to HR	Dept/unit		
41. When the position is filled, contact HR at 424-1166 to remove the position announcement from the website	Dept/Unit		
42. Welcome new Faculty/Academic Staff (letter/call)	Convener		
43. Obtain and provide office information	Convener		
44. Assign Mentor; develop department/unit new employee orientation	Convener		
45. Calls from candidates with additional questions on why they were not hired	Refer to Convener		Convener may request assistance from E&AA with any questions

(rev. Jun. 2008)