



Recruitment Procedures Checklist

Faculty, Limited Appointment, and Academic Staff

To conduct an equal employment recruitment effort, the following steps need to be completed as the search proceeds. Check off each step as it is accomplished. Contact your school/college/division Personnel Representative with any questions.

___ 1. **Talk with your Personnel Representative about recruiting goals and creating a diversified applicant pool.**

___ 2. At your request, the Provost's Office will meet with the Search Chair and/or the Search Committee to discuss the search and screen process.

___ 3. Complete a [Form A: Request to Recruit](#) and submit it along with recruitment materials (see below) to your Personnel Representative for review. The academic units are to send recruitment materials (**Form A and materials in a – e below**) to Human Resources, which will forward them to the Associate Vice Chancellor/HR for approval. The administrative units are to send pre-approved recruitment materials (**Form A and materials in a – e below**) to Human Resources.

___ a. Prepare a position vacancy announcement and advertisement copy. Establish a deadline date by which applications must be *postmarked* that allows enough time for all advertising (at least 4 weeks for external recruitments) to take place as specified in the recruitment plan. Use official title on all announcements with working titles in parentheses.

___ b. Prepare the Search and Screen Committee information:

(i). List the chair and members with contact information (email, campus phone, office).

(ii). List any support staff with contact information (email, campus phone, office).

___ c. Prepare the initial screening form, the matrix used to screen all applicants.

___ d. Prepare the Recruitment Plan:

(i). List recruitment sources including any publications and listservs that will be used.

(ii). List target dates for advertising in each of the identified recruitment sources.

(iii). List groups and individuals that will be contacted for affirmative action purposes.

____ e. For Non-Teaching AS positions submit current position description (PD) & organization chart or a position description questionnaire (PDQ) & organization chart (for Program Manager titles or higher).

____ 4. Proceed with search only after receiving a copy of the **approved Form A** and a packet from Human Resources with all materials for conducting your recruitment.

____ 5. Place ads and mail out position vacancy announcements to groups and individuals as listed in recruitment plan.

____ 6. Make copies of the [Affirmative Action Information Form](#) (AAIF) and [Disclosure of Identity Form](#) provided by Human Resources as these forms contain the necessary recruitment information for records management purposes.

____ a. **Affirmative Action Information Form:** photocopy and mail it to position applicants within *one (1) week* of receipt of job applications. Postage-paid reply envelopes are supplied by Human Resources. Applicants should return this form directly to HR.

____ b. Compose your own letter of acknowledgement to applicants, including the **Disclosure of Identity**, which contains the Search & Screen chair's name and address for the form to be returned to, separately from the AAIF form. Instruct applicants to return this form directly to the chairperson separately from the AAIF form.

____ 7. Post notice of any search committee meetings as required by state law. Notice must be sent to News Services and Publications at least *six (6) days* before the scheduled meeting. Fax information to them at 229-6443, or a form is available on their website at: http://www.uwm.edu/News/Open_Meet/index.html for this purpose. Keep minutes of any search committee meetings.

____ 8. Prepare an [Unclassified Applicant Log](#) with list of applicants' names in alphabetical order. Complete #, name, date applied, date packet mailed, disposition code (when known during process), and referral source. Leave the S, R, V and D columns for Human Resources to complete from the returned AAIFs. Please type log by **LAST NAME** and in **ALPHABETICAL ORDER**.

The log is available as a downloadable form at:

<http://www.uwm.edu/Dept/HR/downloading/applog/applog.html> **FOR CONTINUOUS RECRUITMENTS NEW APPLICANT LOGS MUST BE SUBMITTED AS SECOND OR THIRD REQUESTS FOR INTERVIEW ARE MADE AND AT THE TIME OF HIRE.**

____ 9. When the interview pool is selected, complete a [Form B: Interview Selection Summary, Section 1 & Section 2 \(Request to Interview\)](#). Please submit for school/college/division approval **the Form B and all materials listed in a-d below**. After materials are reviewed, Human Resources will issue a memorandum regarding the composition of the applicant pool based upon the Affirmative Action Information Forms returned by applicants. (This email notification constitutes approval to proceed with interviewing.)

____ a. Submit the original and one copy of the Applicant Log. (Please complete disposition code when known throughout the recruitment process.)

____ b. Submit one set of the cover letter and resume/vita for the candidates to be interviewed.

____ c. Submit a justification of the screening process of how the applicants to be interviewed were selected if underrepresented.

____ d. Submit documentation of the recruitment efforts. For example, provide the dates of when advertisements were run in different publications, dates of conferences that faculty attended where they spoke about the position to colleagues from different universities, and any contacts made by members of the Search and Screen to publicize the position, etc.

____ 10. Complete the **Form B, Section 3 (Request for Letter of Offer)** for the candidate being recommended for the position. The Department/Search Committee forwards its action to the Dean/Division Head for approval. **Include all materials in a-c below, if applicable.**

____ a. Submit appointment letter and resume/vita.

(i). Include method/analysis for determining compensation.

(ii). Include impact on compensation of women and minorities.

____ b. Submit an Affirmative Action Review Form (AARF) if not hiring from underrepresented category.

____ c. Submit a copy of the updated Applicant Log (continue to update disposition code) if the recruitment was continuous (for HR's records).

____ 11. Once the Dean/Division Head approves the **Form B**, submit the appointment packet (Form B, resume/vita, Appointment Recommendation Form, and draft of Letter of Offer for Faculty; Form B, resume/vita, Contract Approval Request Form (CARF), and draft of Letter of Offer or "Contract" for AS) to the Department of Human Resources. Once the approval process is completed by Human Resources and the department is notified of this, the letter of offer can be given to the selected candidate with the packet of policies and employment forms as provided by HR.

____ 12. The Personnel Representative should inform Human Resources of any declined offers. If another selection is made, resubmit **#10**. If at any point the recruitment is unsuccessful or cancelled, please notify Human Resources in writing. Records of old recruitments must be closed prior to opening new ones.