Recruitment, Assessment, and Selection (RAS) Tools Breakout Session
Agenda

- **New tools** for both Academic and University Staff recruitment
- **Training** opportunities
- **Q & A**
New Recruitment, Assessment, & Selection (RAS) Tools

**Recruitment, Assessment, and Selection Checklist**

Step-by-step process overview.

**Recruitment Flowcharts (Internal, Standard, and Centralized)**

High-level flowcharts to help anyone involved in administering the new recruitment process.

**Advertising Best Practices and Sample Advertisements**

A guide that includes sample template advertisements, advertising agreements, and strategies to help attract a diverse pool of applicants.
New Recruitment, Assessment, & Selection (RAS) Tools

**Interview Guide**
An overview of best practices for facilitating interviews.

**Applicant Screening/Evaluation Form**
A tool to help an interviewer facilitate and evaluate an applicant’s interview responses in a methodical and structured way, which helps the interviewer stay consistent in assessing applicants.

**Reference Checks Do’s and Don’ts**
Helpful ideas for those involved in conducting successful and effective reference checks.
New Recruitment, Assessment, & Selection (RAS) Tools

Applicant Communication Templates

Templates for various steps throughout the process to ensure communications with applicants are timely and appropriate.

Recruitment, Assessment, & Selection (RAS) “Cheat Sheet”

A visual overview of UW-Madison recruitment processes. Topics may include interview conducting tips, as well as process flow charts, policies, and procedures.
A new, step-by-step process for assessing job applicants based on pre-determined, job-related, and non-discriminatory criteria. This tool helps identify qualified job applicants to move forward in the hiring process and is considered a best practice in assessing all types of campus recruitments.
Training Opportunities

Applicant Materials Screen (AMS)

• Training on how to use the AMS that is available to everyone involved in assessing job candidates.

Interview Techniques

• This training will be available to anyone involved in the interview process. It will identify appropriate interview strategies based on the position as well as best practices that can be applied to all interviews.
Training Opportunities

Unconscious Bias Training

This training will be available to anyone involved in the search and screen process. It explores how unconscious bias can affect recruitment, assessment, and selection processes and provides strategies to overcome such biases in RAS processes.
Audience Q & A
Thank You!