Steps for Hiring Academic, Faculty, Limited or University Staff – After the Position has been Approved and Posted

See “Searching for Excellence & Diversity: A Guide for Search Committee Chairs” a comprehensive handbook that offers best practices for search committees and can assist with creating a diverse hiring pool

1. Start recruitment:
   - **Develop Assessment Criteria and Benchmarks:** Hiring administrators are encouraged to use a variety of assessment tools which include but are not limited to: minimum qualification reviews, work history reviews, résumé reviews, structured interviews, and reference checks.
   - **If REP Required:** The department must advertise as indicated on the Recruitment Efforts Plan (REP) form reviewed and approved by the Office for Equity and Diversity (OED).
   - **If No REP Required:** The department may choose to advertise in online publications, newspapers, journals, list serve, etc. in addition to posting of the vacancy on the Employment Website.

For all advertisements, the duties, title, and salary listed, if any, must be consistent with what is stated on the posted PVL/PD. Any additional information can be added at your discretion.

For assistance with current advertising agreements please refer to the Badger Connection (login with NetID is required).

**All advertisements must state the following:**
"UW-Madison is an affirmative action/equal employment employer and we encourage women, minorities, veterans, and people with disabilities to apply."

**In addition, all advertisements must state the following or include a link to the posting on the employment website:**
"Unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality."

2. Acknowledge receipt of application:

It is important that all applicants are sent an acknowledgment letter or e-mail. If using the applicant tracking system, JobApply (required for University Staff vacancies), an acknowledgement will be system generated. JobApply will also collect the AADQ questionnaire information for recruitments going through JobApply. For AS, FA, and LI vacancies not using JobApply, be sure to state in the correspondence to the applicant that the Affirmative Action/Employment Opportunity Data Questionnaire (AADQ) can be found in the Forms section on the OED Website.

- Be sure to give the applicant a PVL # so that they can get to the form
- Once the applicant clicks submit the form will be automatically be sent to OED

Sample letters for the Acknowledgement of Receipt of Application for postings can be found in the “Communication with Applicant” section of the Recruitment Toolkit.
3. **After the application deadline, assess the applicant pool and select the best-qualified:**
   - Review the applications for minimum qualifications (if applicable) and/or screen work history, résumé, or other application materials based on pre-determined, job related and nondiscriminatory criteria and benchmarks.
   - Determine which applicants will be interviewed

4. **Notify both the finalists and the unsuccessful applicants of their status** (see the Communication Letter Templates in the Recruitment Toolkit).

5. **Follow the interview procedures stated in the** "Searching for Excellence & Diversity: A Guide for Search Committee Chairs" or under “Interviewing Resources” in the Recruitment Toolkit.

6. **Conduct reference checks.** Use the reference check guidelines and resource tools found on the Recruitment Toolkit.

7. **Complete criminal background check.** Complete appropriate criminal background checks before making a job offer. If a unit cannot complete the check before making the offer, the check must be completed before the candidate begins employment unless the dean or director grants an exception. Activities relating to conducting appropriate criminal and other background checks are governed by the Criminal Background Check policy.

8. **Make a hiring decision:**
   - If faculty, a recommendation typically is made to the Dean for concurrence
   - If the position is an underutilized faculty, limited or academic staff position, an Affirmative Action Review Form (AARF) must be printed from the Forms section on the OED Website and signed by the Chair/Director before an offer can be made.

9. **Send offer/appointment letters:**
   - Once the successful applicant is selected, offer and appointment letters can be found under Appointment Letter Templates in the Recruitment Toolkit. (Note: A division may have its own appointment letter template - check with your divisional HR office.)
   - The offer must be consistent with the title, salary and appointment percentage stated on the position.

10. **Complete Applicant Data Card (AS, FA, LI):**
    - Once a hire has been made, email or call Veronica (Bonnie) Sundal (veronica.sundal@wisc.edu or 263-2378) in OED to provide the following information:
      - Total # of applicants
      - Total # of applicants interviewed
      - Race/gender of applicants interviewed (if known)
      - Total # of offers made
      - Total # of offers accepted if multiple hires
      - Declined offers, and reason why (if known)
      - Name of Search Committee Chair of Hiring Authority
• OED will compile this information with applicant data collected online and will complete the Applicant Data Card (ADC)
• A copy of the completed ADC is sent to the hiring department and Dean/Directors Office

11. Closeout University Staff Hire
• After a university staff ongoing or fixed-term finite hire is made, a copy of the signed position description and appointment letter must be sent to the OHR Closeouts email: closeouts@ohr.wisc.edu to be scanned into the official personnel file.

12. Complete History Events in JobApply:
• If using JobApply, history events are required to be entered for each recruitment. The event date must reflect the date the event occurred.

13. Notify Applicants:
• Correspondence must be sent to all applicants that weren’t selected
• For sample letters please see the Communication Letter Templates on the Recruitment Toolkit

Reminders:
• Offer of employment is contingent upon verification of identity and work authorization (I-9) of the successful applicant within three days of the work start date
• If you receive a request for the names of the applicants or finalists, go to Appendix 3- Unclassified Search Records Information Sheet for instructions about how to comply
• Documents relating to your recruitment and selection procedures must be retained for seven years from the date the position was filled. Refer to the Recruitment Toolkit for a checklist of documents to include in a recruitment file.

NOTE: If a spouse/partner hire opportunity is needed for faculty, the Dean may contact the Provost to determine if funding is available. For instructions please review Step 5 on the Dual-Careers Checklist. The spousal/partner hire letter must state that the offer is contingent on the original spouse/partner commencing employment.

For questions regarding the Affirmative Action forms, contact the Office for Equity and Diversity (262-2378). For other questions, contact your Dean/Director’s office.