University of Wisconsin-Stout
University Staff Recruitment Procedures for Permanent Positions

Purpose

This document establishes merit-based recruitment and selection procedures for filling vacancies for permanent non-exempt university staff at the UW-Stout. The principles of equal employment opportunity, non-discrimination, and cultural diversity will apply throughout the recruitment and selection process. Selection shall be made through a competitive process. These procedures follow the framework provided in UW System Operational Policy: TC 1.

Background

Prior to July 1, 2015, Chapter 230 of Wisconsin State Statutes provided both state agencies and institutions of higher education with civil service employment policy and provisions that covered classified and select unclassified positions. Effective July 1, 2015, Wis. Stat. §36.115(4) allows the University of Wisconsin System to establish a personnel system for all employees that incorporates certain provisions specific to a civil service system but that is separate and distinct from the personnel system defined under Chapter 230.

Effective July 1, 2015, this procedure provides for the establishment of merit selection principles for university staff.

Procedure

When a vacancy occurs or a new position is being created, the supervisor will develop a position description identifying the key responsibilities and the knowledge, skills and abilities that are required for performing the job duties. Human Resources will determine the classification title for the position.

Upon determination of the classification title, the supervisor will work with Human Resources to submit the posting in the online recruitment system used at UW-Stout.

Internal/External Recruitment

Human Resources will determine whether the recruitment will be an internal or external recruitment in consultation with the supervisor. NOTE: To be eligible to limit recruitment to internal (either UW-Stout only or System wide) applicants, equal employment opportunity (EEO) and affirmative action objectives must be met and result in a pool of qualified applicants. If a broader pool is needed, an external recruitment will be required. An external search will be recommended if the job category is underutilized as defined by the UW-Stout’s Affirmative Action Plan.

- Internal recruitment within UW-Stout – consideration is available only to UW-Stout employees.
- Internal recruitment within UW System – consideration is available only to employees within UW System.
• External recruitment – consideration is given to any applicant.

Those who can be considered for an internal recruitment include those who hold permanent positions, temporary employees, individuals on a leave of absence, or anyone eligible due to layoff. (See UW-Stout Layoff for Reasons of Budget or Program Procedure for consideration of employees in layoff status)

Internal recruitments must be posted in the on-line recruitment system for a minimum of 7 calendar days and an announcement posted in the campus daily communication system, UW-Stout Today.

External recruitments must be posted in the on-line recruitment system for a minimum of 14 calendar days and an announcement will be in the campus daily communication system, UW-Stout Today.

**Assessment Criteria**

The supervisor will identify the skills, knowledge and attributes that the ideal candidate will possess based on the requirements in the position description and will work with the HR Manager to determine the most appropriate assessment(s) for the position. Examples of assessments include, but are not limited to:

- Resume Screen
- Supplemental Questions (job-related questions created in the on-line recruitment system that can be weighted or set as disqualifiers).
- Observational Assessment (applicants perform an actual job task under standardized conditions). Examples include in-basket exercise, keyboard test, etc.
- Written Assessment (i.e. a short screening tool that includes criteria based on the position duties and responsibilities.)

The assessment should be a tool used to screen applicants and assist in determining who will be selected for interview. Multiple levels of screening may occur throughout the process. Any exam that is administered must be valid and a reliable test of the applicant’s ability.

In some situations, positions may be continuously posted on the UW-Stout’s website for positions where multiple vacancies may occur. The interview team may screen from this pool and/or begin a new search. The EEO/AA Officer will review the applicant pool prior to the completion of the applicant review or assessment.

If application materials will be evaluated, a screening form will be used and must be submitted for review and approval by the HR Manager. The criteria on the screening form must be job-related and consistent with requirements in the position description.

**Advertising**

An advertising plan will be identified in the on-line recruitment system. Human Resources will update the posting to reflect whether the recruitment is internal or external and if the position title is underutilized for women, minorities, disabled or veterans.
Human Resources will post positions on the following media outlets: WI Job Network-DWD, HigherEdJobs.com (if applicable), UW-Stout Jobs website, My UW Portal. Postings must include information on what must be submitted in order to apply. The supervisor will document any additional advertising in the job posting. The hiring department will be responsible for any additional advertising.

**Interview Team**

An interview team of at least three members is recommended. The team should be diversified in gender, ethnicity, and perspective who can provide valuable input when conducting interviews. The composition of the panel does not necessarily need to reflect the composition of the applicant pool.

Whenever possible, a university staff employee should be considered as a member. The HR Manager will meet with the interview team to discuss the hiring process, members’ roles and responsibilities, and the on-line recruitment system.

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**During the recruitment and selection process, interviewers will have access to confidential information, including, but not limited to, personal information, education history, and employment history of applicants. This information and all discussions must remain confidential both during and after completion of the selection process. Team members may discuss this information only with other members of the interview team, as well as with the supervisor, the dean/director, the Human Resources director/manager, and the EEO/AA Officer. Members must not permit any unauthorized person to access documents in their possession that contain applicant or recruitment/selection information.**

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**Interview Process**

Telephone or other assessments may be conducted as a step in the preliminary screening process or the interview team may proceed directly to on-campus interviews.

Interview questions and a screening form/rubric should be submitted and approved before the screening process is started. (Insert link to HR website for resources available.)

When developing interview questions, the questions should:

- Confirm the candidate's education, training, and experience listed in the resume
- Provide information about the candidate’s past performance and accomplishments
- Indicate the candidate's compatibility with the culture of the division/work unit/campus (e.g., work pace, work style)
- Offer insights into the reasons behind the candidate's desire to change jobs.

All interviewers should be present for each interview. Note: Additional interviewers may be added at this step of the process if the supervisor believes it is beneficial to involve other staff, team members, or people working closely with the position in the hiring decision. Depending on the nature of the position, the supervisor may offer the opportunity for campus staff to meet final candidates through an open forum. The approach taken for the interviews must remain consistent among all of the
candidates.

The supervisor must collect any/all printed screening materials, notes, etc. from the interviewers after the selection process is complete. All materials will be forwarded to the Office of Human Resources to be maintained as required under records retention. Note that all materials associated with the selection process are subject to disclosure upon appropriate notification and/or subpoena should the process be challenged.

Reference Checks

Candidates will be required to provide contact information for three professional references. Completing reference checks is a critical part of the selection process. A thorough reference check may produce additional information to help ensure that the most suitable candidate is hired. It is a way to clarify, verify and add data to what has been learned in the interview and from other portions of the selection process. Never reveal the information received from a previous employer to the candidate. This information should be kept confidential.

Prior to making a final hiring decision, a team consisting of two members of the interview panel will conduct references checks together for the final candidate(s). (Reference checks may be done for multiple candidates, if necessary.) The HR Office has a list of standard telephone reference questions that should be used: http://www.uwstout.edu/hr/recruit/upload/tele_ref.pdf.

Note: It is preferable to call or email the references and make an appointment for a time during which they are available to talk and not be interrupted. Follow the reference screening form; appropriate follow-up questions are permissible. Responses should be documented at the time of the call.

Hiring Decision

Upon completion of the reference checks, the supervisor will made a hiring recommendation to the HR Office. After review, the HR Manager will forward the recommendation to the division administrator for final approval.

The HR Manager or designee will make the job offer, which will be contingent on successful completion of a criminal background check. Depending on requirements of the position, the offer may be contingent on successful verification or completion of other requirements, i.e., driver’s authorization, specific certifications, pre-employment screen, psychological or physical testing, etc. These requirements must have been specified as a requirement of the position and included in the job posting.
Appointment Letter

Human Resources will generate a written appointment letter for the selected candidate that includes:

- Type of appointment (permanent, project);
- Operational department;
- Appointment effective date (end date will be included for project positions);
- Hourly rate;
- FLSA overtime requirement for non-exempt positions;
- Length of probationary period*, if applicable; and
- Adjusted continuous service date (if applicable).

The appointment letter shall reference the UW-Stout’s employment regulations, rules, and procedures or a link provided to access that information on-line.

*Permanent university staff will be required to serve a probationary period of at least six months in duration. Some positions may require a longer probationary period. See Operational Policy: HR 1 – Job Security for more information.

Note: Job responsibilities will be outlined in the position description, which will be signed by the selected candidate during his/her employee orientation.

University Responsibilities

The Office of Human Resources will maintain this procedure.

Background

This procedure was approved on November 12, 2015 and defines the UW-Stout university staff recruitment process as of July 1, 2015.

Related Documents/References

UW System Operational Policy TC 1 – Recruitment
UW System Operational Policy HR 1 – Job Security
UW-Stout Reasons for Layoff Procedure
UW-Stout Compensation Procedure

Contact

Questions about this procedure should be directed to the UW-Stout Office of Human Resource