Recruitment Procedures Checklist for Search Chairs
College of Health Sciences (CHS)
School of Education (SOE)
Helen Bader School of Social Welfare (HBSSW)

(Faculty, Limited Appointment, Academic Staff)

*Depending on your school/college, your Personnel Representative will either be:
   
   Kathy Mulder (SOE) or Pat McKenney (CHS & HBSSW)

1. _____ Verify that you have written authorization from the Dean to begin recruitment.
   • College of Health Sciences (CHS) - The Search Committee must meet with Dean Lambrecht, preferably prior to the submission of the Form A materials to receive its charge.

2. _____ Schedule a meeting with a Personnel Representative* to go over this document and discuss questions that you have.
   • CHS - All forms and correspondence must go through the BATO Office, which will then distribute to appropriate authorities for approval.

3. _____ Check with your Personnel Representative* to see if there is a hiring goal associated with the job group to which your open position has been assigned.

4. _____ Begin to assemble the packet of materials necessary to seek formal approval from the Provost's Office:
   a. _____ Prepare a Position Vacancy Announcement (See Sample Vacancy Announcement).
      Email a copy of the announcement to your Personnel Representative* so it can be placed on the web.
   b. _____ Prepare advertisement.
      i. _____ Be sure to include the Affirmative Action/Equal Opportunity statement, “The University of Wisconsin-Milwaukee is an affirmative action, equal employment opportunity employer.”
      ii. _____ Include the Clery Act statement, “For the Campus Security Report, see www.cleract.uwm.edu, or call the Office of Student Life, Mellencamp Hall 118 at (414) 229-4632 for a paper copy.”
      iii. _____ Also include, “This position may require a Criminal Background Check.”
      iv. _____ CHS - Provide link to CHS website www.uwm.edu/chs and link to position vacancy announcement www.chsjobs.uwm.edu
      v. _____ SOE - Provide link to Employment Opportunities www.empl.soe.uwm.edu
   c. _____ Prepare a Recruitment Plan. (See Sample Recruitment Plan)
      i. _____ List of recruitment sources. All publications can be contacted directly.
      ii. _____ List of recruitment contacts that will be used to solicit a diverse applicant pool and meet affirmative action goals associated with the open position.
iii. List of target dates for advertising in each of the identified recruitment sources.

d. Complete a Form A - Request to Recruit. Establish a deadline date for applications that allows for all advertising to take place as specified in the recruitment plan. (Deadline should be a minimum of 5 weeks out from the submission of the Form A.)

e. Prepare a summary for the Dean of the Estimated Recruitment Expenses.

5. Submit packet assembled under 4 above to your Personnel Representative* for review. The complete Form A must have attached:

- A list of all members of the search committee, support staff with contact information (email, campus phone number, office number). Provide a mailing address for any non-UWM members.
- Recruitment plan
- Position vacancy announcement
- Position description for non-faculty positions
- Ad copy
- Organization chart
- Initial Screening form
- Estimated Recruitment Expenses

Any revisions to the Form A must be brought to the attention of the BATO office which will seek approvals if necessary. Search Committee Chairs are asked to work through the BATO office, and not send materials directly to the Dean or Vice Chancellor's Office on any personnel questions or matters. You will be contacted regarding any missing or incomplete information. Once the Dean approves the Form A, your Personnel Representative* will submit the whole recruitment packet to the department of Human Resources.

6. Proceed with the placement of ads only after your Personnel Representative* provides you with a verbal or written approval of the Form A.

7. Place ads.

8. Mail out position vacancy announcements to groups and individuals as listed in recruitment plan, including those associated with affirmative action requirements.

9. Prepare an Applicant Information Tracking form with list of applicant's name, address, phone number, email address, date received and position number. Submit this to Pat McKenney for CHS & HBSSW or Kathy Mulder for SOE, as you enter into the Excel Spreadsheet. Please note that this form must be completed regardless of applicant's status (i.e. whether they meet or do not meet the minimum requirements).

11. Post a notice of any search committee meetings as required by state law. The notice must be sent to the Office of University Communications and Media Relations at least 6 days before the scheduled meeting. See www.uwm.edu/News/Open_Meet/.

12. Keep minutes of any search committee meetings. See UWM Archives information regarding Search and Screen Committee Records retention requirements.

13. Submit the following to your Personnel Representative*:
• Complete a **Form B - Interview-Selection** after the candidate pool has been selected. Include two resume copies of individuals to be interviewed. **Attach a report on the screening process used to select interview candidates Form B.**

• The Search Committee should submit their list of interview questions.

• Attach to part 3 the original **Form B**
  - Resume
  - Method/Analysis for determining compensation
  - Impact on compensation of women and minorities
    - Will this create an inequity and if so how will you address it?
  - **UW-Milwaukee Affirmative Action Review Form (AARF)** This form is to be completed for all unclassified staff hires in which the position being filled is under represented for females or minorities and a female or minority is not the selected candidate.

Your package will be submitted to the Dean for approval. Once the Dean approves the **Form B**, your **Personnel Representative** will submit the entire recruitment packet to the **Department of Human Resources**. **DO NOT** interview any candidates until an approved **Form B** is returned by the Vice Chancellor's Office. CHS - The Search and Screen Committee may provide feedback to the Dean on the candidates that were interviewed. Candidate preferences are not to be ranked ordered.

14. **Review Impermissible Job App./Interview Questions,** and ADA related advice for interviewers and provide this information to anyone else who will be involved in the interview process.

15. **Proceed with setting up travel arrangements after you have received notification that the Form B has been approved.** For further instructions go to the **Business & Financial Services** website. Review these procedures with the department support staff who is supporting you.

16. **Department Executive Committee forwards departmental action and advice regarding candidates interviewed to the Dean.**

17. **Conduct reference checking and education verification.**

18. **The Dean will negotiate with the candidate you are recommending for the position.** The Dean will work with your **Personnel Representative** to complete section 3 of the **Form B** and an **Offer of Employment form** for the candidate to whom the position is being offered. If the position hiring goals (affirmative action utilization) for this position are not met, a **WRITTEN EXPLANATION MUST BE ATTACHED** to the **Form B** explaining why the offer is not being made to a member of the group for which goals exist. Once the Dean approves the **Form B**, your **Personnel Representative** will prepare a draft of the offer letter and submit the whole recruitment packet to the **Department of Human Resources** for approval.

19. **Search committee must write to candidates informing them that the search has been completed and thanking them for their interest in UWM.**

20. **If your search is cancelled at anytime after a Form A has been submitted and approved,** you must provide your **Personnel Representative** with written confirmation. The BATO office will then ensure that the search is formally closed.

21. **Once the recruitment is closed,** the entire recruitment file including all interview notes, are turned into the Dean's office.

Last Updated: October 29, 2007