



Classified Recruitment Checklist

The following items are required by Human Resources for all classified recruitments.

- Form A (original with appropriate signatures)
<http://www4.uwm.edu/hr/forms/all/recruitment/upload/forma-interactive.pdf>
*(Please see information on the bottom of this page regarding information technology positions.)
- Position Description
 - ✓ One paper copy of position description with cover sheet
 - ✓ Electronic copy of position description emailed to HR Specialist
<http://www4.uwm.edu/hr/forms/classified/classification/upload/pdcover.pdf>
- Organizational Chart
- Performance Standards
<http://www4.uwm.edu/hr/forms/classified/performance/upload/Classified-Employee-Performance-Standards-and-Evaluation-PDF.pdf>
- Supervisory Exclusion Analysis Form (supervisory classifications)
<http://oser.state.wi.us/docview.asp?docid=1237>
- Confidential Exclusion Analysis Form (confidential positions)
<http://oser.state.wi.us/docview.asp?docid=1126>
- Management Exclusion Analysis Form (bargaining unit exclusion)
<http://oser.state.wi.us/docview.asp?docid=1209>

- ◻ ○ Interview Questions
<http://oser.state.wi.us/docview.asp?docid=1816> (OSER Resources Guide)
<http://oser.state.wi.us/docview.asp?docid=1326> (Behavioral Based Interviewing)

- Advertising Plan
Underutilized recruitments must be advertised outside of UWM. Please consult Human Resources for advertising resources.

- ◻ ○ Salary Justification Criteria / Hiring Criteria (for broadbanded classifications)
Broadbanding Resources
<http://oser.state.wi.us/docview.asp?docid=1505>
http://oser.state.wi.us/bulletins/bulletin_get.asp?bid=8

- ◻ These items must be received by the Human Resources Department before a certified list of names will be sent to the department.

All information technology positions need to be reviewed by UITS before submitting the Form A and position description to Human Resources.
Please contact Kathy Heath in UITS, ext. 5478, email: zheath@uwm.edu.