Recruitment Process Flowchart

Department Identify Staffing Need

↓

HM completes PAR which includes the Recruitment Plan and submits to HR for approval

↓

Job is posted

↓

Administrative Support schedule Recruitment Kick-off Meeting

↓

Chair of Search Committee will develop interview questions for both phone & campus interviews

→

Resume Review Meeting Chair/HM & search committee will discuss resumes

↓

Resumes Qualified?

↓

If choose to conduct phone interviews, Submit Request for Phone Interview form to HR in BPLogix
Update dispositions in TAM

↓

After receipt of interview approval, Schedule and perform phone interviews.

→

Admin Support schedules Disposition meeting to review candidates
Update dispositions in TAM

↓

Campus Interviews/Open Forum
Submit Request for On-Campus Interview form to HR in BPLogix

↓

After receipt of interview approval, Schedule and perform on-campus interviews.

↓

Admin Support schedules Disposition meeting to review candidates
Update Dispositions in TAM

→

Select Candidate

↓

Submit Final Candidate form in BPLogix and make verbal offer

↓

After receipt of Approval of final candidate, Chair/ Hiring manager to perform references and make verbal offer

↓

Candidate Accepts

↓

Submit New Hire form in BPLogix

→

Recruiter will draft offer letter/contract.

↓

HR will conduct references and harassment/assault questions of candidate and references

↓

HR will send candidate for Post Offer Pre-employment Physical Exam (POPE), if applicable

↓

HR will email candidate contract and new hire paperwork / instructions

↓

Hired Candidate
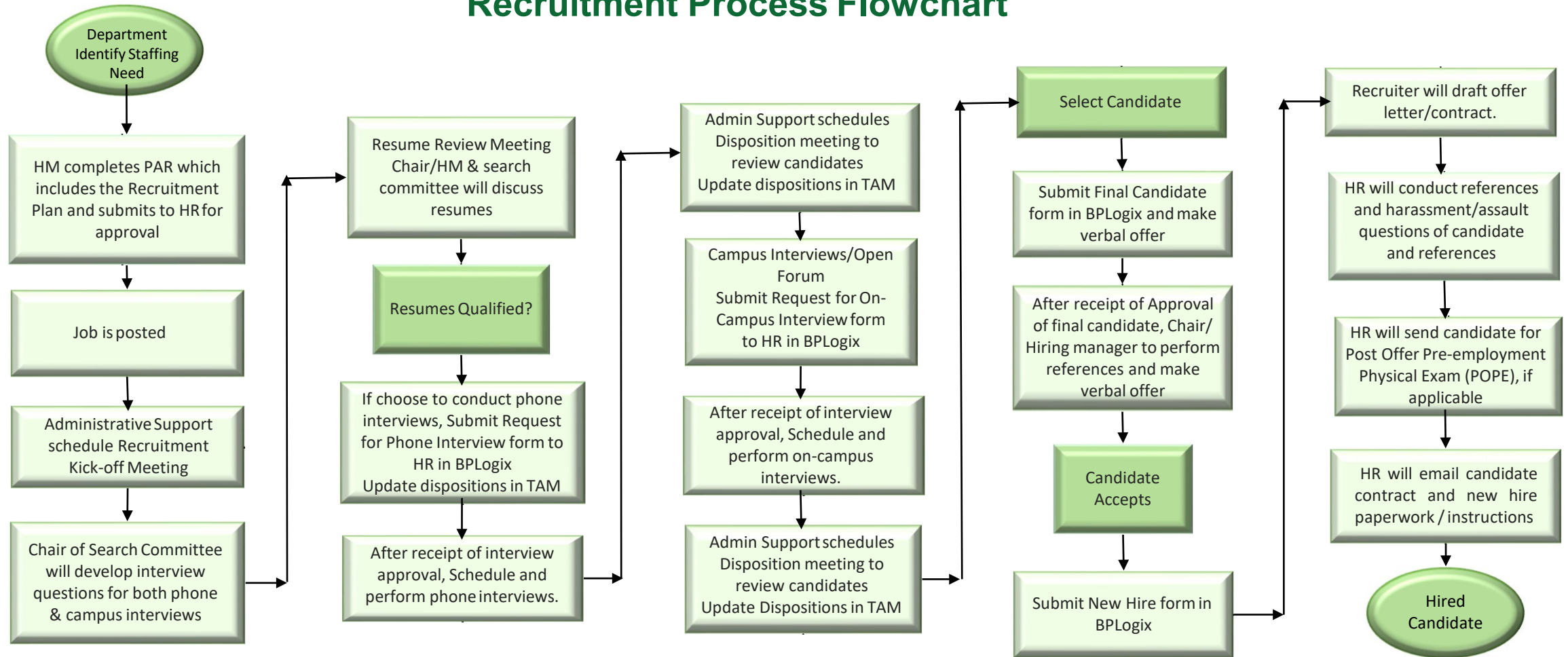

ACRONYMS:

HM: Hiring Manager

HR: Human Resources

CBC: Criminal Background Check

PAR: Position Authorization Form

Helpful Tip:
Provide applicant information in a SharePoint or Teams site for all committee members to review

UNIVERSITY OF WISCONSIN PARKSIDE