

## Staff Recruitment Checklist

Key: Search Chair=SC, Search Committee Members=SCM, Search Support=SS

The following is intended to serve as a guide when conducting a staff search. Actual steps may differ slightly between a given area/college.

**University-Wide Hiring Freeze: Until further notice, hiring of administrative professional, classified staff, tenure and career track faculty and certain temporary hourly employees will be limited to mission-critical positions.**

More information: <https://hrs.wsu.edu/covid-19-hiring-freeze/>

Visit the Staff Recruitment Toolkit at [hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/](https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/) for more info and resources.

Who is Typically Involved		Action Item
<b>Phase 1: PREPARE</b>		
<input checked="" type="checkbox"/> SC		<input type="checkbox"/> Discuss the needs of position, salary range (AP), how many finalists to recommend, expected search completion etc. with the Appointing Authority (AA) Hiring Manager (HM) or Search Chair.
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input type="checkbox"/> Review position details and draft search timeline <input type="checkbox"/> Draft evaluation tools Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
		<input checked="" type="checkbox"/> SS <input type="checkbox"/> If needed, create/update position details in OPDRS and submit to the Appointing Authority (AA will submit to HRS).
<input checked="" type="checkbox"/> SC		<input type="checkbox"/> Must be approved by the appropriate Vice President or Chancellor. Areas may use existing approval processes to document approval or utilize the <a href="#">sample form</a> . Approval documents must be retained in accordance with <a href="#">BPPM 90-01, University Records Retention and Disposition</a> .
<b>Phase 2: ADVERTISE &amp; OUTREACH</b>		
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input type="checkbox"/> Develop recruitment and outreach strategy considering diversity implications <input type="checkbox"/> Review and discuss potential professional contacts, alumni etc. to invite to apply. <input type="checkbox"/> Draft advertisements Resources at <a href="https://hrs.wsu.edu/staff-outreach-advertising/">hrs.wsu.edu/staff-outreach-advertising/</a>
		<input checked="" type="checkbox"/> SS <input type="checkbox"/> Submit posting in <a href="#">WSUJobs</a> (OPDRS) <input type="checkbox"/> Create Guest User account <input type="checkbox"/> Upload advertisements in OPDRS Resources at <a href="http://hrs.wsu.edu/OPDRS">http://hrs.wsu.edu/OPDRS</a>
<b>Phase 3: SCREEN &amp; INTERVIEW</b>		
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input type="checkbox"/> Upon release of applicant pool, review each applicant's materials on an individual basis using pre-established evaluation tools.
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input type="checkbox"/> Vet the evaluated applicant pool and determine which applicants will be moved to the pre-screen and/or interview phase. <input type="checkbox"/> Develop pre-screen and/or interview questions Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
		<input checked="" type="checkbox"/> SS <input type="checkbox"/> Change status of long-list applicants to "Request to Interview" in OPDRS <input type="checkbox"/> Change status of applicants no longer being considered to "Not Selected" and provide a "Not Hired" reason Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>

<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Set-up and conduct pre-screen interviews
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM		<input type="checkbox"/> Select short-list of applicants from pre-screen for on-campus interviews <input type="checkbox"/> Develop on-campus interview format and agenda
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM	<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Ensure preparations are made to provide on-campus interviewees with a top-notch candidate experience. Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/">hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/</a>
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM		<input type="checkbox"/> Determine "Not Hired" reason for candidates who are no longer being considered.
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Change status of applicants not moving forward to "Interviewed, Not Selected" and provide "Not Hired" reason <input type="checkbox"/> Prepare and send written notice declines to these applicants
<input checked="" type="checkbox"/> SC		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Invite short-list candidates and arrange on-campus interviews. <input type="checkbox"/> Send info to candidates on community, campus, benefits etc. Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/">hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/</a>
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM		<input type="checkbox"/> Conduct on-campus interviews <input type="checkbox"/> Review feedback data and select finalist(s)
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Change status of applicants not moving forward to "Interviewed, Not Selected" and provide "Not Hired" Reason <input type="checkbox"/> Collect pre-screen and interview notes from search committee for records retention
<b>Phase 4: PERFORM REFERENCE &amp; BACKGROUND CHECKS</b>			
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM		<input type="checkbox"/> Advise finalist(s) reference checks will be conducted and background checks (if applicable) <input type="checkbox"/> Conduct reference checks on finalist(s); HRS recommends contacting at least three references Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Update finalist(s) to "Recommend for Hire" in OPDRS <input type="checkbox"/> HRS will initiate background check (if applicable) and initiate the hiring proposal in OPDRS
<input checked="" type="checkbox"/> SC	<input checked="" type="checkbox"/> SCM		<input type="checkbox"/> Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee <input type="checkbox"/> Verbal offer made upon approval from AA. <input type="checkbox"/> If candidate negotiates additional terms, seek approval from AA and HRS
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Submit an "Offer Accepted" Hiring Proposal to HRS if salary is at Step A (CS) or up to amount approved on position (AP). <input type="checkbox"/> Submit a "Change Offer" Hiring Proposal to AA if salary is above Step A or above approved amount on position (AP). HRS will review.
Varies by area/college.			<input type="checkbox"/> Offer letter drafted and sent to AA for signature; HRS can review Templates at <a href="https://hrs.wsu.edu/letters">hrs.wsu.edu/letters</a> <input type="checkbox"/> Offer letter mailed to finalist candidate. <input type="checkbox"/> Upon receipt of signed offer letter, copies sent to "CCs"
<b>Phase 5: HIRE &amp; ONBOARD</b>			
<input checked="" type="checkbox"/> SC			<input type="checkbox"/> Provide verbal or written declines to pre-screen/interviewed candidates
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Prepare and send written notices of position closure to remaining applicants (if applicable) <input type="checkbox"/> Input "Not Hired" reasons for other finalist(s) if applicable
		<input checked="" type="checkbox"/> SS	<input type="checkbox"/> Ensure search records are kept in accordance with WSU's records retention policy. Info at <a href="https://hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx">hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx</a>