Classified Staff Hiring Process Checklist

Comprehensive overview of the Classified Staff hiring process

Hiring Teams will only need to take action on the steps that are highlighted. A Human Resources Staffing Partner must take action on the steps that are not highlighted.

❑ ***Step 1: Obtain a Position Number*** *(Hiring Team take action)*

- For an existing position that is vacant or being vacated soon, use position number last used to fill position.
    - To change or update details to a current position number on file (to change a title, job duties, etc.,) modify a current position (instructions here).
- For new position, request position number (instructions here).

For assistance determining position number, contact HR Classification & Compensation at 307-766-5056 or 307-766-5057.

❑ ***Step 2: Create a Requisition*** *(Hiring Team take action)*

For more in-depth look at process, see Creating a Job Requisition for a Benefited Position QRG

For this step you will need:

-position number (see Step 1: Obtain a Position Number)

-reason for filling the vacancy/creating new position

-names of hiring team/collaborators/search committee members

-pay basis amount (budgeted amount for position)

-essential/on-call information, if applicable

-calendar options, if applicable

-funding information (funding string)

-posting length (standard, open until filled (OUF), shortened, direct hire, etc.)

*-**for direct hires**, please add name & email of direct hire, direct hire resume, department organizational chart, and direct hire justification*

-job description including accurate job duties for the position, updated list of competencies, minimum qualifications specific to the job, a list of desired qualifications specific to the job, and updated required materials (if applicable)

- Hiring Manger/Hiring Manager Assistant creates requisition in HCM including information listed above.
- Once all information is entered, select "Save and Close" – requisition routes to HR for review.

- [ ] ***Step 3*: HR Reviews Requisition** *(Staffing Partner take action only)*
  - Staffing Partner will review information in requisition draft and reach out to Hiring Team if they have questions or need information prior to submission.
  - Staffing Partner will submit requisition for department approval once all missing or unclear details have been addressed.

- [ ] ***Step 4*: Requisition Approvals** *(Hiring Manager take action)*
  - Hiring Manager should monitor approvals to ensure the requisition moves through approvals in a timely manner
  - Typical workflow for requisition approvals:
    - Manager of Inclusivity Initiatives (for direct hires only)
    - Budget Office
    - Hiring Manager
    - Chain of command for department through VP
    - President's office (auto approval)
  - To see who approval is pending with, run the Recruiting Requisition Pending Approvals report (instructions on how to run here).

- [ ] ***Step 5*: Job Formatting (Posting Job)** *(Staffing Partner take action only)*
  - Once requisition is approved, Staffing Partner will post position on UW's job site and notify Hiring Team. Staffing Partner will send posting expiration date (or priority date if OUF), application link, and additional information on job posting to hiring team. Initial matrix will be provided to Hiring Team at this step as well.
  - If position is a direct hire, Staffing Partner will provide a unique URL to the candidate for them to submit their information. Direct hire positions will **not** be posted.

For more information look at process, see Where Does HR Post Jobs page

- [ ] ***Step 6*: Collecting Applicants** *(recommended Hiring Team take action)*
  - Although nothing is required by either Staffing Partners or Hiring Team, HR recommends using this time for the Hiring Manager to meet with the search committee to define their screening criteria, discuss and define scoring parameters, and potentially review applications as they come in, to ensure each get appropriate time and consideration.

- [ ] ***Step 7*: Applicant List** *(Staffing Partner take action only)*
  - Once position has reached expiration date (for standard postings)/priority date (for open until filled postings), Staffing Partner will send hiring team a final list of candidates and department may start/continue screening applicants.

- [ ] ***Step 8*: Screen Applicants & Provide Screening Matrix to HR** *(Hiring Team take action)*

For more in-depth look at process, see Matrix Instructions page

- Hiring Team reviews all applicant's application materials and provides feedback to the Hiring Manager. HR recommends each search committee member use a copy of the matrix document provided earlier.
- Hiring Manager collects all notes and details from committee members to create one combined/collective matrix document.
- Indicate on matrix which applicants you would like to interview & why.
- Send completed screening tab to recruit@uwyo.edu.

*Helpful tips:

-application materials are found in candidate's profile under "Attachments". Make sure to preview entire list of attached documents to ensure you are evaluating all of them.

-Hiring Teams should *only* be evaluating application materials and how applicant meets minimum and desired qualifications of job at this time.

-applicants who do not meet the advertised minimum qualifications of position should not be interviewed.

Once you have sent HR your screening matrix, you may start scheduling interviews. You do not have to wait for HR's approval at this step before proceeding.

❑ ***Step 9*: *HR Reviews Screening Matrix*** *(Staffing Partner take action only)*

- Staffing Partner will review screening matrix and move selected applicants into *Interview to be Scheduled* phase in HCM.
- Staffing Partner may contact the Hiring Team to supply additional information or documentation.
- Staffing Partner will inquire if the Hiring Manager would like to kick off reference checks at this point.

❑ ***Step 10*: *Create Interview Guide/Interview Questions List*** *(Hiring Team take action)*

- HR recommends the use of competency or behavior-based interview questions in a guide format tied to competencies listed in posting description, technical knowledge, essential duties, and/or qualifications of the job. More information can be found on HR's competency-based interviewing page. To see sample interview guide, visit Hiring Toolkit.
- Review competency dictionary and write interview questions that correlate to each need.
- For any questions during this step, email recruit@uwyo.edu.
- Finalized interview guide or interview questions list needs to be provided to recruit@uwyo.edu prior to interviews commencing.

- [ ] ***Step 11*: Conduct Interviews and Provide Interview Matrix and Interview Guide to HR**
(Hiring Team take action)

For more in-depth look at process, see Getting Started-Creating the Interview Guide page

- Schedule and conduct interviews. Hiring Team should take notes on each candidate's answers and assign score for each question on interview guide.
- Scores should be added up and entered on the "Interview Evaluations" tab on matrix.
- Send updated matrix with the Interview Evaluations tab completed to recruit@uwyo.edu.
  - If reference checks were not completed prior to the interview, include on interview tab which candidates you would like to run reference checks on. HR highly recommends completing reference checks at this stage, if they haven't been completed already.

*Helpful tip: evaluate each interview question using STAR method.

- [ ] ***Step 12*: HR Initiates Reference Checks** *(Staffing Partner take action only)*

*This step can be requested and completed at any time during the search process. Reference checks can be done on all applicants, on interviewed applicants, or on the top candidate(s). Hiring Team to decide and let HR know when they want reference checks done.

- Staffing Partner will review interview matrix and initiate reference checks on any requested candidates.
- Reference checks are run through Skill Survey.
- Search Administrators will retrieve and review the completed reference reports once either 72 hours pass, or the receipt of 4 reference inputs. View our QRG for step-by-step instructions.

*FYI: Hiring teams may conduct 2nd round interviews. Please repeat steps 10-12 and document the 2nd round of interviews on the "Final Information" tab of the matrix, if applicable.

- [ ] ***Step 13*: Review Reference Reports, Complete Final Matrix, and Send to HR** *(Hiring Team take action)*

For more in-depth look at process, see Checking References page

- Hiring Team reviews reference report.
- Fill out "Final Information" tab on matrix based on findings from reference report and any additional interview details to identify top candidate(s) who you would like to offer position and send to recruit@uwyo.edu.

*Helpful tip: if you have more than 1 acceptable candidate on final matrix, ranking them (1st, 2nd, 3rd…) will allow you to offer position to 2nd ranked candidate if 1st ranked candidate declines offer without further HR review.

Once you have sent HR your final matrix, you may extend a verbal offer to your top candidate. You do not have to wait for HR's approval at this step before proceeding.

❑ ***Step 14: Verbal Offer and Offer to be Created*** *(Hiring Team take action)*

- Extend verbal offer to top candidate (agree on hourly pay rate, start date, etc. Don't forget to mention the required completion of a form I-9 upon hire, noting the required documents to complete the Form I-9. For more information, review the Electronic Form I-9 page)
- The Staffing Partner will review the search progress, kick off any applicable background and/or MVR checks, and will move the candidate into *Offer to be Created* phase in HCM for your next step.

❑ ***Step 15: Draft Written Offer*** *(Hiring Team take action)*

For more in-depth look at process, see Benefited Candidate Selection Process & Offer QRG

For this step you will need:

-employee's start date (employee's first day of work for pay)

-worker category = Classified for all Classified Staff personnel

-worker's comp code

-annualized salary amount (amount needs to be divisible by 12)

-other compensation, if applicable (moving allowance, etc.)

-completed & signed funding form for the offer attachments section (if this is NOT completed at this time, the Hiring Team may email the executed funding form to payroll1@uwyo.edu.

-campus phone number new employee will be using

-UW work address new employee will be at (building & office/room #)

- Draft written offer in system.
- When done, select **SAVE & CLOSE,** offer draft routes to HR for review. Do not click Submit.

❑ ***Step 16: HR Reviews Offer*** *(Staffing Partner take action only)*

- Staffing Partner will review information in offer draft and add required HR details. Staffing Partner will reach out to Hiring Team if they have questions or need information.
- Reference Checks, Background checks & MVRs are initiated on new hire, if applicable, and not previously initiated.
- Staffing Partner will submit offer for department approval.

❑ ***Step 17: Offer Approval*** *(Hiring Manager take action)*

- Hiring Manager should monitor approvals to ensure the requisition moves through approvals in a timely manner
- Typical workflow for offer approvals **(if salary is under midpoint for range)**:
  - Hiring Manager
  - Hiring Manager's supervisor
- Typical workflow for offer approvals **(if salary is above midpoint for range)**:
  - Classification & Compensation
  - Budget Office
  - Hiring Manager
  - Chain of command for department through VP
  - President's office (auto approval)
- To see who approval is pending with, run the Recruiting Candidate Offer Pending Approvals report (instructions on how to run here).

❑ ***Step 18: Extending Offer*** *(Staffing Partner take action only)*

- Once offer has been approved, Staffing Partner will extend offer letter to new hire via system. The candidate will receive the offer letter in an email and be prompted to 'accept' or 'decline' offer in system.

❑ ***Step 19: Move to HR*** *(Staffing Partner take action only)*

- The Staffing Partner will submit the hire for processing, once all details to finalize the hire are in place. Final step in the recruiting process.

❑ ***Step 20: Prepare for New Employee*** *(Hiring Team take action)*

- Get new employee's office/workspace ready for them.
- Request for all necessary system access through appropriate channels.
- Inform new employee of Form I-9 requirement and ensure this is completed for the new employee prior to them arriving to campus or on their first date of work.
  - HR recommends sending/bringing your new employee to HR with their appropriate documents to complete this federal requirement to ensure its timely completion.