Washington State University
Human **R**esource **S**ervices

RECRUITMENT PANEL GUIDE

WSU is committed to increasing the employment of individuals in protected classes where there is underutilization. The University will make good faith efforts consistent with the law to meet this goal. One method used to achieve this goal is open competitive recruitments. Washington State University is an equal opportunity/affirmative action employer. Consistent with its Equal Employment Opportunity and Affirmative Action Policy, WSU will make good faith efforts in outreach and recruitment to decrease underrepresentation of protected groups, in accordance with federal and state law.

Planning:
The hiring manager develops the job description in collaboration with Human Resource Services (HRS). While the position is being finalized HRS and the hiring manager develop a recruitment and advertising plan. Considerations during the planning phase:

❑ HRS recommends the following for recruitment panels: a panel chair and four panel members who will actively participate in the recruitment for the vacancy. . The recruitment panel will identify the clerical support. This information should be added to the OPDRS. Although feedback may be requested from other department personnel or outside constituents, this core group will be comprised of individuals providing information to the appointing authority who will make the hiring decision in consultation with HRS

❑ The recruitment panel should include individuals who will regularly interact with the newly hired employee, individuals who have knowledge of how the position impacts the department and university, and individuals from under-represented groups.

Developing the Position Posting:
The hiring manager considers the following when creating the posting:

❑ Detailed guide for creating a posting can be found at ***How to Create a Recruitment Request***.

❑ <u>Notification to Applicants:</u> Important information such as required application materials, screening time lines or special circumstances should be listed here.

❑ <u>Position Summary:</u> This will summarize the scope and duties for the position and will be the vacancy announcement for the position. This will be consistent with the position description.

❑ <u>Classification Requirements:</u> This will be automatically entered based on the position.

❑ <u>Position Specific Qualifications:</u> There may be additional requirements not listed in the classification (i.e. license, certifications, required shift,). Applicants who do not meet these additional requirements will not be forwarded to the department for consideration.

❑ <u>Preferred Qualifications:</u> Other qualifications or experience that may enhance job effectiveness but are not required.

❑ Advertising: All positions are automatically posted on the HRS website, wsujobs.com. See additional information below.

❑ Recruitment Panel: Member information is added here.

❑ Guest User: A single user name and password can be generated for a posting and shared with Recruitment Panel members. This will enable them to log into OPDRS to view that specific positing and retrieve and review application materials.

Advertising Plan

The hiring manager will collaborate with HRS to develop an Advertising Plan to attract the most qualified applicants. When the advertising plan is developed, underutilization goals for the position will be available to assist in the development of the plan. Other considerations:

❑ Recruitment period timelines have been established. Concerns regarding the established guidelines can be discussed with HRS. Classified Staff positions have a five (5) day minimum recruitment period.

❑ Recruitment Resources are available on the HRS website. **_Click here._**

❑ All open positions are posted on **_www.wsujobs.com_** and this is considered the official posting.

❑ If advertising will be placed in locations other than the wsujobs.com website, HRS must approve the advertising language. Samples for long and short advertisements are available. To view **_Click here._**

❑ Vacancy information can also be placed on the departmental website but should contain only the approved language, approved position description and link to the official posting.

Screening Applicants

HRS is responsible for the initial applicant screening to determine if the applicant meets the minimum qualifications. Things to consider during the screening phase:

❑ If there are concerns regarding the size of the pool, a request can be made to HRS to screen for minimum as well as preferred qualifications.

❑ The Recruitment Panel is responsible for determining the mechanism for screening applicants. Traditional ranking forms or other scoring methods can be used to determine the top applicants. If these forms are used, appropriate university retention is applied at the department level. These documents are may be uploaded to OPDRS. For more information **_Click here._**

❑ A department or recruitment panel may not accept or consider application materials obtained outside of the official HRS job posting.

❑ A thank you for applying letter should be sent to those applicants that met the minimum qualifications but are not being considered in the upper tier of applicants.

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Interviews

There are many decisions and considerations once the pool of applicants has been selected for the interview process. It is expected that the core members of the Recruitment Panel will fully participate in all steps of the interviewing process.

- ❑ Will there be a series of interview steps?
- ❑ How many applicants will be invited for a campus visit?
- ❑ What scoring method will be used to evaluate applicants?
- ❑ Approved sample interview questions can be found **_here._**
- ❑ An individual has been identified to coordinate the logistics of a campus visit
- ❑ Suggestions can be found in the **_Interview Check List_**.
- ❑ Community information and other **_Resources for the Applicant_**

Making a Decision

After all interviews have been conducted, the Recruitment Panel should assemble to discuss the top applicants and come to a decision on the applicant(s) to recommend for hire. The appointing authority considers the panel's recommendation and makes the final decision. Once a decision has been made, the hiring manager will communicate the recommendation to HRS.

- ❑ HRS recommends a minimum of three (3) professional references should be checked for each of the top applicants before a final decision is made. See the **_Reference Check Guide._**
- ❑ HRS will review the applicants' qualifications and contact the department with any concerns. An offer cannot be extended without HRS approval.
- ❑ HRS in collaboration with the Area Finance Officer or other administrator will approve the salary prior to the offer to an AP position.
- ❑ A request and justification to hire a Classified Staff employee above Step A can be submitted to HRS.

The Offer

Once HRS has approved the applicant for hire; the offer of employment can be verbally communicated to the top applicant by the hiring manager or other appropriate person.

- ❑ An official offer can only be extended by the Appointing Authority of the employing department. See **_BPPM 60.10_**.
- ❑ For Classified Staff positions, the Personnel Action Form serves as the Appointing Authority's authorization to hire.
- ❑ Classified Staff offer letters can be found **_here_**.
- ❑ For AP positions, an offer letter signed by the Appointing Authority is required.
- ❑ AP offer letters can be found **_here_**.
- ❑ A request can be made for the applicant to accept the position by signing the offer letter.

After Acceptance

In order to fully close the recruitment cycle the following should be considered:

- ❑ Applicants receive an automatic notification when the position has been filled through the OPDRS. Consider sending a thank you for your interest letter to all applicants meeting minimums who were not interviewed.
- ❑ Applicants that were interviewed on campus should receive a personal phone call and follow-up with a thank you for interviewing letter –samples available
- ❑ Appropriate retention should be applied to all application materials, scoring documents, interview questions etc. at the department level. See ***BPPM 90.01***