**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.

Visit the Staff Recruitment ToolKit at [hrs.wsu.edu/apcsrtk+main](http://hrs.wsu.edu/APCSRTK%20Main) for more info and resources.

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| **Who is Typically Involved** | **Action Item** |
| **Phase 1: PREPARE** |
| 🗹 SC |  |  | * 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.
 |
| 🗹 SC | 🗹 SCM |  | * Review position details and draft search timeline
* Draft evaluation tools

Resources at [hrs.wsu.edu/apcsrtk+main](http://hrs.wsu.edu/APCSRTK%20Main)  |
|  |  | 🗹 SS | * If needed, create/update position details in OPDRS and submit to the Appointing Authority (AA will submit to HRS).
 |
| **Phase 2: ADVERTISE & OUTREACH**  |
| 🗹 SC | 🗹 SCM |  | * Develop recruitment and outreach strategy considering diversity implications
* Review and discuss potential professional contacts, alumni etc. to invite to apply.
* Draft advertisements

Resources at [hrs.wsu.edu/apcsrtk+outreach](http://hrs.wsu.edu/APCSRTK%20Advertising)  |
|  |  | 🗹 SS | * Submit posting in [WSUJobs](https://www.wsujobs.com/hr) (OPDRS)
* Create Guest User account
* Upload advertisements in OPDRS

Resources at <http://hrs.wsu.edu/OPDRS> |
| **Phase 3: SCREEN & INTERVIEW** |
| 🗹 SC | 🗹 SCM |  | * Upon release of applicant pool, review each applicant’s materials on an individual basis using pre-established evaluation tools.
 |
| 🗹 SC | 🗹 SCM |  | * Vet the evaluated applicant pool and determine which applicants will be moved to the pre-screen and/or interview phase.
* Develop pre-screen and/or interview questions

Resources at [hrs.wsu.edu/apcsrtk+main](http://hrs.wsu.edu/APCSRTK%20Main)  |
|  |  | 🗹 SS | * Change status of long-list applicants to “Request to Interview” in OPDRS
* Change status of applicants no longer being considered to “Not Selected” and provide a “Not Hired” reason

Resources at [hrs.wsu.edu/apcsrtk+main](http://hrs.wsu.edu/APCSRTK%20Main)  |
| 🗹 SC | 🗹 SCM | 🗹 SS | * Set-up and conduct pre-screen interviews
 |
| 🗹 SC | 🗹 SCM |  | * Select short-list of applicants from pre-screen for on-campus interviews
* Develop on-campus interview format and agenda
 |
| 🗹 SC | 🗹 SCM | 🗹 SS | * Ensure preparations are made to provide on-campus interviewees with a top-notch candidate experience.

Resources at [hrs.wsu.edu/candidate+Experience](http://hrs.wsu.edu/candidate%2BExperience) |
| 🗹 SC | 🗹 SCM |  | * Determine “Not Hired” reason for candidates who are no longer being considered.
 |
|  |  | 🗹 SS | * Change status of applicants not moving forward to “Interviewed, Not Selected” and provide “Not Hired” reason
* Prepare and send written notice declines to these applicants
 |
| 🗹 SC |  | 🗹 SS | * Invite short-list candidates and arrange on-campus interviews.
* Send info to candidates on community, campus, benefits etc.

Resources at [hrs.wsu.edu/candidate+Experience](http://hrs.wsu.edu/candidate%2BExperience) |
| 🗹 SC | 🗹 SCM |  | * Conduct on-campus interviews
* Review feedback data and select finalist(s)
 |
|  |  | 🗹 SS | * Change status of applicants not moving forward to “Interviewed, Not Selected” and provide “Not Hired” Reason
* Collect pre-screen and interview notes from search committee for records retention
 |
| **Phase 4: PERFORM REFERENCE & BACKGROUND CHECKS** |
| 🗹 SC | 🗹 SCM |  | * Advise finalist(s) reference checks will be conducted and background checks (if applicable)
* Conduct reference checks on finalist(s); HRS recommends contacting at least three references

Resources at [hrs.wsu.edu/apcsrtk+main](http://hrs.wsu.edu/APCSRTK%20Main)  |
|  |  | 🗹 SS | * Update finalist(s) to “Recommend for Hire” in OPDRS
* HRS will initiate background check (if applicable) and initiate the hiring proposal in OPDRS
 |
| 🗹 SC | 🗹 SCM |  | * Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee
* Verbal offer made upon approval from AA.
* If candidate negotiates additional terms, seek approval from AA and HRS
 |
|  |  | 🗹 SS | * Submit an “Offer Accepted” Hiring Proposal to HRS if salary is at Step A (CS) or up to amount approved on position (AP).
* 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. | * Offer letter drafted and sent to AA for signature; HRS can review

Templates at [hrs.wsu.edu/letters](http://hrs.wsu.edu/Letters)* Offer letter mailed to finalist candidate.
* Upon receipt of signed offer letter, copies sent to “CCs”
 |
| **Phase 5: HIRE & ONBOARD** |
| 🗹 SC |  |  | * Provide verbal or written declines to pre-screen/interviewed candidates
 |
|  |  | 🗹 SS | * Prepare and send written notices of position closure to remaining applicants (if applicable)
* Input “Not Hired” reasons for other finalist(s) if applicable
 |
|  |  | 🗹 SS | * Ensure search records are kept in accordance with WSU’s records retention policy.

Info at [hrs.wsu.edu/Utils/File.aspx?fileid=6789](http://hrs.wsu.edu/Utils/File.aspx?fileid=6789) |