**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+Experience) |
| 🗹  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+Experience) |
| 🗹  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) |