

## Search Committee Guide

Washington State University (WSU) is committed to increasing the employment of individuals in protected classes where there is underutilization. One method used to achieve this goal is open competitive recruitments. The 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

Considerations during the planning phase:

- ❑ Prior to the recruitment, the Hiring Manager should review the details of the position description. As business needs change and job duties evolve, it is important that the position description reflects the actual job duties needed. Is the position still appropriately titled? Have the job responsibilities increased or decreased? Do the qualifications reflect what is actually needed in the job?
- ❑ If this is a new position, a position description will need to be added into Workday and be approved by HRS prior to recruiting.
- ❑ HRS recommends the following for Search Committees: Typically between 3 -7 individuals including the Primary Recruiter, who will all actively participate in the recruitment for the vacancy. The Search Committee will identify the clerical support. This information should be added into Workday in the create job requisition task. 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 Search Committee 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.
- ❑ HRS is available to assist with questions at any step in the recruitment process. An HRS representative can also be available to attend your Search Committee kick-off meeting to provide resources and answer recruitment questions.

Contact Human Resource Services at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu)

### Developing the Posting

The Primary Recruiter and/or Search Committee should consider the following when creating the posting:

Detailed guides for creating a posting can be found in the [Workday Knowledge Base](#).

- ❑ Special Instructions to Applicants: Important information such as required application materials, screening time lines or special circumstances should be listed here.
- ❑ Summary of Duties: This will summarize the scope and duties for the position and will be the vacancy announcement for the position. The details provided should be consistent with the position description.
- ❑ Classification Requirements: This will be automatically entered based on the position.
- ❑ Position Specific Qualifications: Additional requirement(s) not listed in the classification (i.e. license, certifications, required shift,) that is a requirement of the position. The

position specific qualifications will be automatically entered based on the position description

- ☐ Preferred Qualifications: Other qualifications or experience that may enhance job effectiveness but are not required. These will be automatically entered based on the position description.
- ☐ Advertising: Visit: [hrs.wsu.edu/outreach-tools](https://hrs.wsu.edu/outreach-tools) for details
- ☐ Search Committee: Member information is added here.
- ☐ Applicant Documents: This is where the search committee can require specific materials they would like submitted with each application (i.e. cover letter, resume/curriculum vitae and reference contact information.)
- ☐ Posting Documents: From the department submitted for HRS review (i.e. ad copy and ad plan) in the attachment section

### Advertising Plan

- ☐ The hiring manager may 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. Recruitment Resources are available on the [Recruitment Toolkit](#).
- ☐ All open positions are posted on [wsu.edu/jobs](https://wsu.edu/jobs) and this is considered the official posting.
- ☐ If advertising will be placed in locations other than the [wsujobs.com](https://wsujobs.com) website, HRS must approve the advertising language. Samples for long and short advertisements are available at the [Recruitment Toolkit](#).
- ☐ The search support will be responsible for placing the advertisements. HRS is available to assist in suggesting locations to post the ad if needed.
- ☐ Vacancy information can also be placed on the departmental website and/or departmental social media but should contain only the approved language, approved position description and link to the official posting.

### Screening Applicants

For staff recruitments, HRS will release the applicant pool after the job posting close date. For faculty recruitments, applicants will automatically be placed "Under review by the department/committee." The search committee will begin reviewing application materials on the screening begin date.

It is the Search Committee's responsibility to carefully review each applicant's materials to ensure he/she meets the minimum qualifications of the position. Only those candidates who truly meet the minimum qualifications may be considered for the position. Things to consider during the screening phase:

- ☐ For staff recruitments, 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 or to extend the posting.
- ☐ The Search Committee is responsible for determining the mechanism for screening applicants. Traditional ranking forms or other evaluation methods can be used to

determine the top applicants. If these forms are used, appropriate university retention is applied at the department level. Samples may be found at the [Recruitment Toolkit](#)

- ❑ A department or Search Committee 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:
  1. Met the minimum qualifications but are not being considered in the upper tier of applicants; and also to applicants who
  2. Didn't meet the minimum qualifications but may have incorrectly answered the supplemental questions.
 Samples may be found at the [Recruitment Toolkit](#)

### 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 Search Committee will fully participate in all steps of the interviewing process. NOTE: For staff recruitments, prior to scheduling a telephone and/or in-person interview, the Primary Recruiter will need to move the applicants to Interview in Workday. Once HRS has reviewed the request, their statuses will be moved to or HRS will be in contact with your department if they have questions.

- ❑ 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?
- ❑ Sample interview questions can be found at the [Recruitment Toolkit](#)
- ❑ Examples of acceptable and unacceptable pre-employment inquiries can be found in the [Pre-employment Inquiry Guidelines](#)
- ❑ An individual has been identified to coordinate the logistics of a campus visit
  - Suggestions can be found in the [Interview Checklist](#) and the [Candidate Experience](#) webpage.

### Making a Decision

After all interviews have been conducted, the Search Committee should assemble to discuss the top candidates and come to a decision on the applicant(s) to recommend for hire. The appointing authority considers the committee'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 to be checked for each of the top candidates before a final decision is made.
- ❑ Once the appointing authority approves an individual for hire HRS needs to be notified so they can begin processing the background check.
- ❑ HRS in collaboration with the Area Finance Officer or other administrator will approve the salary prior to the offer of an AP position.
- ❑ A request and justification to hire a Classified Staff employee above the minimum Step of the salary range can be submitted to HRS through Workday in the Employment Agreement process

### The Offer

Prior to an offer of employment, WSU must comply with [RCW 28B.112.080](#) in regards to Sexual

**Misconduct.** The sexual misconduct form is part of the application process in Workday. To comply with this law, hiring departments may not make an offer of employment until approved by HRS Employment Services.

Once approved, the verbal offer may be made to the candidate. This offer may be made by the Appointing Authority, the Department Chair or another designated individual.

If the candidate negotiates additional salary and/or terms, these items are vetted with the Appointing Authority and, in the case of tenure and tenure-track positions, with the Office of the Provost. Final terms of the offer are detailed in the official offer letter which is signed by the Appointing Authority and, if a tenure or tenure-track position, the Provost.

It is critical to ensure the accuracy of all information in the offer letter, including job title, salary, additional terms and effective dates. Template offer letters are available at the HRS website or by contacting the HR Consultant for the area or college. If the offer terms are changed prior to Hire, they should go through renegotiation in Workday recruit to correct the data prior to moving into Hire, or other staffing processes.

- ❑ For Staff, An official offer can only be extended by the Appointing Authority of the employing department through Workday. See [BPPM 60.10](#).
- ❑ For Faculty, the HR Partner generates offer letter, obtains wet signatures from required approvers, and send the offer letter to the candidate outside of the Workday system.

### After Acceptance

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

- ❑ Once the position has been filled please make sure to disposition remaining candidates and supply disposition reason. HRS recommends sending a thank you for your interest letter to all applicants 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](#).
- ❑ After the employment agreement and offer letter has been finalized, the HR Partner will move the candidate forward into Workday staffing processes – Hire for external candidates, Change or Add Job for internal candidates