

Faculty Recruitment Checklist

The following checklist serves as a guide for faculty searches. Actual steps may differ slightly between a given area/college.

Visit the Faculty Recruitment Toolkit at <https://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/> for more info and resources.

Phase 1: PREPARE
<input type="checkbox"/> Discuss the needs of position, search committee participants, search timeline, advertising budget etc., with the Appointing Authority (AA), HR Partner, or Search Chair.
<input type="checkbox"/> Review position details including position description, funding, compensation, and organizational assignment. <input type="checkbox"/> Draft applicant/search evaluation tools <input type="checkbox"/> Academic areas require Provost approval Resources at https://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
<input type="checkbox"/> Begin "Create Position" task in Workday if a new position. If current position and no changes to Title Code this step can be skipped Refer to Workday Staffing Guide: Create and Close Position
Phase 2: ADVERTISE & OUTREACH
<input type="checkbox"/> Develop recruitment and outreach strategies considering diversity implications - review underutilized data <input type="checkbox"/> Review and discuss potential professional contacts, alumni etc. to invite to apply. <input type="checkbox"/> Draft advertisements Resources at hrs.wsu.edu/staff-outreach-advertising/
<input type="checkbox"/> Create Job Requisition in Workday Recruit NOTE: Route posting to International Programs if necessary - See BPPM 60.11 AND ip.wsu.edu/on-campus/hiring for details. <input type="checkbox"/> Upload advertisements in the attachments section on Job Requisition Refer to Workday Recruiting Guide: Create, Edit, and Close Job Requisition
Phase 3: SCREEN & INTERVIEW
<input type="checkbox"/> Upon screen date or close date, review each applicant's materials on an individual basis using pre-established evaluation tools. Refer to Workday Recruiting Guide: Manage Job Application
<input type="checkbox"/> Develop applicant screening and/or interview questions, format, and agenda Resources at https://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
<input type="checkbox"/> Move applicants to "Screen" in Workday <input type="checkbox"/> Disposition applicants no longer being considered and provide appropriate "Not Hired" reason. Refer to Workday Recruiting Guide: Manage Job Application Resources at https://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
<input type="checkbox"/> Once applicants have been approved for interview by HRS Employment Services, set-up and conduct initial interviews
<input type="checkbox"/> After initial interviews, select short-list of applicants.
<input type="checkbox"/> Prepare to provide interviewees with a top-notch candidate experience. Resources at hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/
<input type="checkbox"/> Disposition applicants no longer being considered and provide appropriate "Not Hired" reason Refer to Workday Recruiting Guide: Manage Job Application
<input type="checkbox"/> Invite/Contact short-list candidates and arrange interviews. <input type="checkbox"/> Send info to candidates on community, campus, benefits etc. Resources at hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/
<input type="checkbox"/> Conduct interviews

<input type="checkbox"/> Review feedback data and select finalist(s)
<input type="checkbox"/> Disposition applicants not moving forward and provide appropriate "Not Hired" reason <input type="checkbox"/> Collect pre-screen and interview notes from search committee members for records retention BPPM 90-01, University Records Retention and Disposition <input type="checkbox"/> If assessments are required for a job requisition, the Primary Recruiter will move the candidate forward to the Assessment Stage
Phase 3: Reference & Background Checks
<input type="checkbox"/> Upon AA approval, advise finalist(s) reference checks will be conducted (and who they plan to contact) and background checks (if applicable) <input type="checkbox"/> Collect 3 letters of recommendation if not previously received (tenure/tenure-track positions) <input type="checkbox"/> Move finalist(s) to the Reference Check phase, conduct reference checks on finalist(s); HRS recommends contacting at least three references (including current supervisor) <input type="checkbox"/> If finalist(s) is/are current or former WSU employees contact HRS to review personnel file (if applicable) Resources at https://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/
<input type="checkbox"/> Move final candidate(s) from an Evergreen Requisition to a Linked Job Requisitions, if needed. <i>Please note, faculty recruitments are not required to recruit through an Evergreen Requisition.</i> <input type="checkbox"/> Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or their designee <input type="checkbox"/> Primary Recruiter will initiate background check (if applicable) for HRS approval <input type="checkbox"/> After the background check is completed in HireRight, HRS Employment Services will review the background check results and change the Background Check Overall Status <input type="checkbox"/> Move the Candidate to Employment Agreement (Offer) Stage
<input type="checkbox"/> Prior to an offer of employment, WSU must comply with RCW 28B.112.080 in regards to Sexual Misconduct. To comply with this law, hiring departments may not make an offer of employment until approved by HRS Employment Services. <input type="checkbox"/> Verbal offer can be made upon approval from AA and HRS Employment services. NOTE: All tenure/tenure track offers require Provost approval <input type="checkbox"/> If candidate negotiates additional terms, seek approval from AA and HRS Employment Services
<input type="checkbox"/> Faculty offer letters are drafted outside of the Workday system and sent to Provost Office for signature (tenure/tenure track); HRS can review (non-tenure track) Templates are available at hrs.wsu.edu/letters <input type="checkbox"/> Offer letter mailed to finalist candidate. <input type="checkbox"/> Upon receipt of signed offer letter, copies sent to "CCs" <input type="checkbox"/> If further negotiations with the candidate result in a change to any offer details, including start date, compensation, one-time payment, etc., please select the "Renegotiate Offer" <input type="checkbox"/> Once candidate has accepted the offer, they are moved to "Ready for Hire" or if internal "Change Job Process" will initiate
Phase 5: HIRE & ONBOARD
<input type="checkbox"/> Refer to: Workday Staffing Guide: New Hire Onboarding (Employee and Contingent Worker)
<input type="checkbox"/> If not previous completed, provide verbal or written denials to pre-screen/interviewed candidates
<input type="checkbox"/> If not previously completed, prepare and send written notices of position closure to remaining applicants (if applicable) <input type="checkbox"/> Input final appropriate "Not Hired" reasons for other finalist(s) if applicable
<input type="checkbox"/> Ensure search records are kept in accordance with WSU's records retention policy, BPPM 90.01 personnel and payroll records section .