

## Staff Recruitment Checklist

The following checklist serves as a guide for staff (Civil Service (CS) or Administrative Professional (AP)) searches. Actual steps may differ slightly between a given area/college.

Visit the Staff Recruitment Toolkit at [hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/](https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/) for more info and resources.

Phase 1: PREPARE
<input type="checkbox"/> Discuss the needs of position, HRS approved salary range (AP), search committee participants, search timeline, advertising budget etc., with the Appointing Authority (AA) Hiring Manager (HM) 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 Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
<input type="checkbox"/> If needed, create/update position details in OPDRS and submit to the Personnel Administrator (PA) or Appointing Authority (AA will submit to HRS, please note not all areas use the PA).
Phase 2: ADVERTISE & OUTREACH
<input type="checkbox"/> Develop recruitment and outreach strategy considering diversity implications. <input type="checkbox"/> Review and discuss potential professional contacts, alumni etc. to invite to apply. <input type="checkbox"/> Draft advertisements Resources at <a href="https://hrs.wsu.edu/staff-outreach-advertising/">hrs.wsu.edu/staff-outreach-advertising/</a>
<input type="checkbox"/> Create Job Requisition in <a href="#">Workday Recruit</a> <input type="checkbox"/> Upload advertisements in documents section on Job Requisition Refer to Workday Recruiting Guide: <a href="#">Create, Edit, and Close Job Requisition</a>
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 <a href="#">Workday Recruiting Guide: Manage Job Application</a>
<input type="checkbox"/> Develop applicant screening and/or interview questions, format, and agenda Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
<input type="checkbox"/> Move applicants to "Screen" in Workday <input type="checkbox"/> Disposition applicants no longer being considered and provide "Not Hired" reason. Refer to <a href="#">Workday Recruiting Guide: Manage Job Application</a> Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
<input type="checkbox"/> Once applicants have been approved, set-up and conduct initial interviews
<input type="checkbox"/> Select short-list of applicants.
<input type="checkbox"/> Prepare to provide interviewees with a top-notch candidate experience. Resources at <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/">hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/</a>
<input type="checkbox"/> Disposition applicants no longer being considered and provide "Not Hired" reason Refer to <a href="#">Workday Recruiting Guide: Manage Job Application</a>
<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 <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/">hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/</a>
<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 "Not Hired" reason <input type="checkbox"/> Collect pre-screen and interview notes from search committee members for records retention <a href="#">BPPM 90-01, University Records Retention and Disposition</a> <input type="checkbox"/> If assessments are required for a job requisition, the Primary Recruiter will move the candidate forward to the Assessment Stage
<b>Phase 3: Reference &amp; Background Checks</b>
<input type="checkbox"/> Upon Appointing Authority approval, advise finalist(s) reference checks will be conducted (and who they plan to contact) and background checks (if applicable) <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 <a href="https://hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/">hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/</a>
<input type="checkbox"/> Move final candidate(s) from an Evergreen Requisition to a Linked Job Requisitions <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 <a href="#">RCW 28B.112.080</a> 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. <input type="checkbox"/> If candidate negotiates additional terms, seek approval from AA and HRS Employment Services
<input type="checkbox"/> Submit an "Employee Agreement" to HRS Employment Services if salary is at Step A (CS) or up to amount approved on position (AP). <input type="checkbox"/> Offer negotiations resulting in a requested salary exception, including salaries above the minimum step for Classified Staff (CS) positions, or above the average amount for Administrative Professional positions (AP), must be approved by the AA and HRS Employment Services. Justification for the requested salary should be entered in the Comments section prior to submitting the Employment Agreement. <input type="checkbox"/> Generate Offer Letter for the Candidate in the Workday System for approval and to send to candidate, the candidate must accept or decline offer within Workday System <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
<b>Phase 5: HIRE &amp; ONBOARD</b>
<input type="checkbox"/> Refer to: <a href="#">Workday Staffing Guide: New Hire Onboarding (Employee and Contingent Worker)</a>
<input type="checkbox"/> If not previous completed, provide verbal or written declines to pre-screen/interviewed candidates
<input type="checkbox"/> If not previous completed, prepare and send written notices of position closure to remaining applicants (if applicable)
<input type="checkbox"/> Input final "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. Info at <a href="https://hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx">hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx</a>