# 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/ for more info and resources.

## Phase 1: PREPARE

- 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.
- Review position details including position description, funding, compensation, and organizational assignment.
- Draft applicant/search evaluation tools
  Resources at hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/
- 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

- 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/staff-outreach-advertising/
- Create Job Requisition in Workday Recruit
- Upload advertisements in documents section on Job Requisition
  Refer to Workday Recruiting Guide: Create, Edit, and Close Job Requisition

## Phase 3: SCREEN & INTERVIEW

- 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
- Develop applicant screening and/or interview questions, format, and agenda
  Resources at hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/
- Move applicants to “Screen” in Workday
- Disposition applicants no longer being considered and provide “Not Hired” reason.
  Refer to Workday Recruiting Guide: Manage Job Application
  Resources at hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/
- Once applicants have been approved, set-up and conduct initial interviews
- Select short-list of applicants.
- Prepare to provide interviewees with a top-notch candidate experience.
  Resources at hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/
- Disposition applicants no longer being considered and provide “Not Hired” reason
  Refer to Workday Recruiting Guide: Manage Job Application
- Invite/Contact short-list candidates and arrange interviews.
| Send info to candidates on community, campus, benefits etc. |
| Resources at [hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/](hrs.wsu.edu/managers/recruitment-toolkit/candidate-experience/) |
| Conduct interviews |
| Review feedback data and select finalist(s) |
| Disposition applicants not moving forward and provide “Not Hired” reason |
| Collect pre-screen and interview notes from search committee members for records retention [BPPM 90-01, University Records Retention and Disposition](BPPM%2090-01,%20University%20Records%20Retention%20and%20Disposition) |
| 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

- Upon Appointing Authority approval, advise finalist(s) reference checks will be conducted (and who they plan to contact) and background checks (if applicable)
- Move finalist(s) to the Reference Check phase, conduct reference checks on finalist(s); HRS recommends contacting at least three references (including current supervisor)
- If finalist(s) are current or former WSU employees contact HRS to review personnel file (if applicable) Resources at [hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/](hrs.wsu.edu/managers/recruitment-toolkit/staff-recruitment-toolkit/)

- Move final candidate(s) from an Evergreen Requisition to a Linked Job Requisitions |
- Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or their designee |
- Primary Recruiter will initiate background check (if applicable) for HRS approval |
- After the background check is completed in HireRight, HRS Employment Services will review the background check results and change the Background Check Overall Status |
- Move the Candidate to Employment Agreement (Offer) Stage |

- Prior to an offer of employment, WSU must comply with [RCW 28B.112.080](RCW%2028B.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. |
- Verbal offer can be made upon approval from AA and HRS Employment services. |
- If candidate negotiates additional terms, seek approval from AA and HRS Employment Services |

- Submit an “Employee Agreement” to HRS Employment Services if salary is at Step A (CS) or up to amount approved on position (AP). |
- 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. |
- 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 |
- If further negotiations with the candidate result in a change to any offer details, including start date, compensation, on-time payment, etc., please select the “Renegotiate Offer” |
- 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

- If not previous completed, provide verbal or written declines to pre-screen/interviewed candidates |
- If not previous completed, prepare and send written notices of position closure to remaining applicants (if applicable) |
- Input final “Not Hired” reasons for other finalist(s) if applicable |
- Ensure search records are kept in accordance with WSU’s records retention policy. Info at [hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx](hrs.wsu.edu/wp-content/uploads/2015/09/AP-CS-DocsRetainedByDept.docx)