**Quick Reference Guide**  
**To Complement AIMS Training Materials | July 2015**

### Request to Recruit

- Complete Posting Information, Recruitment Information, and Posting Text in the Posting Details Tab.
- Identify Required and Optional documents for Applicant submission.
- Load Position Description, Organization Chart, Screening Form, Title Review (if new position), and Recruitment Justification (if required) on Documents Tab.
- If requesting an internal recruitment or a shortened posting length, attach written justification where appropriate.
- Complete Budget Tab.
- Add Posting Specific Questions (optional).
- If using Faculty Reference Requests, complete fields on Reference Requests Tab.
- Create a Guest User Account (optional).
- Submit for Approval.

### Shortlist Request for Interview

- To approve the Shortlist, each respective applicant needs to be routed through the approval process. To do so, update status for each interviewee to “Shortlist Review by Director/Department Chair” (See Applicant Workflow for routing process.)
- Update Applicant Statuses for those who were not selected for further consideration based on initial screening.
- Initiate the Shortlist Review process by emailing the appropriate approvers at the Director / Department Chair, Dean / Division Head, and HR review levels, including, (1) the Completed Screening Form, and (2), Summary / Interview notes. For Faculty Recruitments, include in email a copy of Print Advertisement scanned from journal.
- For Faculty and Instructional Academic Staff recruitments, ensure complete list of recruitment efforts to diversity applicant pool are noted in Recruitment Information

### Request to Hire

- Update disposition statuses for remaining candidates (if candidates are still under consideration, this can be completed after offer is accepted), ensuring recommended candidate(s) has/have status of “Request Approval for Hire.”
- Initiate Hiring Proposal for the appropriate position type, (e.g., University Staff, Academic Staff / Limited, Faculty) and complete applicant/prospective employee information. If CBC is in process or not completed, contingent language must be in letter of offer.
- Forward to the Director / Department Chair for review and approval.

### Approve to Extend Offer / Letter of Offer Accepted

- Send Letter of Offer to prospective candidate together with appropriate employment forms.
- If offer is accepted, Dean/Division Head will upload signed Letter of Offer & Non-select Notices (if candidates were not notified via AIMS) into Hiring Proposal, and update status to “Offer Accepted.” If declined, update Hiring Proposal status to “Offer Declined.”
- Ensure all applicants have been assigned a final disposition in the Posting, after which, the only remaining candidate(s) should be those with an offer.

For additional information please contact:  
Human Resources  
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