Purpose
Under Wisconsin Statute 36.115 each UW Institutions will be required to assume full responsibility for recruitment of University Staff. This document outlines the expected standards and processes to be utilized by each School/College/Division at UW Milwaukee. These processes are consistent with current practices for Academic Staff positions.

Definitions & Roles

AIMS: Applicant Information Management System (AIMS), the system UW-Milwaukee currently uses for all unclassified recruitments (Faculty, Limited Title, Academic Staff) and current classified transfer opportunities.

Underutilized: When a position is underutilized for females, veterans, individuals with disabilities or minorities a hiring department should make every effort to have a diversified applicant pool during the application process in accordance with the Institutions Affirmative Action Plan. This information is shared annually with the Divisional HR Representatives by the Equity and Diversity Services Office (EDS).

Utilized: A position that is considered to have sufficient numbers of females, veterans, individuals with disabilities or minorities in the existing workforce compared to the available applicant pool.

Appointing Authority: Deans and Division Heads of each School, College or Division are ultimately responsible for upholding the recruitment process and diversity efforts within their units.

Personnel Representatives: Responsible for advising the Dean/Division Head on best practices in HR, diversity of applicant pools and affirmative action reporting.

Screening form: Tool utilized in recruitments to identify applicants who meet the job specific minimal or preferred requirements.

Well-Balanced Panel: Interview Committee that includes three or more individuals and represent diversity in terms of race, gender, veteran and disability status.

Posting timeline: Generally, postings shall be opened for a two to four week period to accept applications. Screening committees may begin reviewing applications but may not make any decisions on the applicants until after the posting deadline.

Internal recruitments: Units should not utilize an internal recruitment process unless they are able to demonstrate that a diverse applicant pool may be obtained by limiting the applicant pool source to UWM only.

Overarching Process
There are three required approval processes required for all UW-Milwaukee recruitments, which include a request to open a recruitment, request to interview and request to hire. Within each of these steps there are document requirements that will be monitored by the Central Human Resources Office to ensure compliance with Campus process and Affirmative Action goals.
Request to Recruit
A request to recruit shall follow the School/College/Division internal process. Once a Dean or Division Head approves a request to recruit the UWM Central Human Resources Department (Employment Services) will review the request for titling, affirmative action utilization and completeness of request. The following documentation shall be included:

- Creating Posting Language based on position description
- Create Minimum and Preferred Requirements for the recruitment
- Budget information
- Sample advertising and list of sources to advertise
- List of a well-balanced screening committee
- Screening form
- Current Organizational Chart
- Special requests for internal searches or shortened deadline must be included at the time the request is routed.

Request to Interview
The request to interview candidates must be done prior to bringing finalists to campus for an in-person interview. This request process shall follow the same procedure as the request to recruit. Once the Dean/Division Head has approved the request Central HR and/or the Provost Office shall review/approve the request so departments may move forward in their process. This process does not include pre-screen telephone interviews.

- Screening Tool (updated to include all applicants).
- Update applicant statuses for individuals who did not meet minimum requirements or were not considered as qualified and will not be considered further.
- Updated list of additional Recruitment Efforts
- All applicants must be included or excluded from the finalist pool based upon job qualifications.

Request to Hire
The request to hire shall follow the same approval process. The Dean/Division Head may approve or reject the request to hire a candidate. The Personnel Representative shall work closely with the hiring supervisor on conditions of employment, letter of offer and compensation analysis. Included in the request shall be:

- Draft Offer Letter
- Statistical Compensation Analysis/Data
University Staff Non-Exempt Recruitment

- Written Compensation Analysis/Justification
- Affirmative Action Request Form (AARF)
- Hiring Proposal (via AIMS)
  - Criminal Background Check – if pending CBC contingent language must be within the letter of offer.
- Updated Applicant Status/Notification of any non-selected applicants who would not be considered as an alternate candidate in the event of a declined offer.
- Letters of Offer may not be sent until final approvals are sought and AIMS is updated.

Once a Letter of offer has been sent and offer accepted, the School/College/Division per their internal processes must close the recruitment completely, including, changing any final statuses of remaining applicants and sending rejection letters to finalists who were not selected.

Other Considerations
- Continuous recruitments may be considered depending upon the position and operational need. Central Human Resources should be consulted if a unit would like to discuss this option.
- Salaries at time of hire must take into consideration external market and internal equity.

Reference Materials
- Screening Guidelines
- Continuous Recruitment
- Internal Recruitment Guidelines
- Title Promotion vs. Recruitment
- AIMS Recruitment Resources
  - AIMS Workflow
  - AARF Form
  - Recruitment Checklist
  - Interviewing Guideline (TBD)