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# CHECKLIST - Filling a Staff Position

**DEVELOP THE POSITION**

* Consult with HR for appropriate job classification and pay information.
* Develop job description and review with HR:
  + Classified position descriptions consist of the following elements: 1) General purpose of the position; 2) Specific responsibilities; and 3) Minimum requirements.  Consult [classified job specifications](http://hr.uw.edu/comp/classified-staff/job-title-list/) for examples of work and requirements.
  + Professional staff positions require completion of the [Professional Staff Position Description Form](https://hr.uw.edu/forms/#uwhr-az-P) for evaluation by the UW Compensation Office to ensure that new professional staff positions are exempt from classified service.  Consult [UW professional staff job descriptors](https://hr.uw.edu/comp/professional-staff/job-profiles-and-descriptors/) (as available) for examples of work and requirements.
* Complete and route [Request for Authorization for Recruitment/Hire Form](http://www.tacoma.uw.edu/sites/default/files/sections/HumanResources/documents/request_for_authorization_for_recruitment_form.doc) along with the job description.
* Email job description in Word format to UWT HR.
* UWT HR creates (or updates) the position and initiates the requisition in Workday upon receipt of the approved Authorization Form and completed job description.

**PREPARE FOR THE RECRUITMENT**

* Schedule a briefing with HR to develop a recruitment plan using the [Recruitment Planning Worksheet](http://www.tacoma.uw.edu/sites/default/files/sections/HumanResources/documents/recruitment_planning_worksheet.doc).
* Review the [Diversity Toolkit](http://www.washington.edu/diversity/staffdiv/hiring-toolkit/).
* Develop a rubric based on the job description for evaluating candidates.
* Identify and brief Search Committee as appropriate (search committees are not required).
* Develop behavior-based interview questions for knowledge, skills and abilities that are critical for the position’s success.

**RECRUIT FOR THE POSITION**

* Upon Workday approval, the position is posted on UW and UWT web site
  + Posting is based on job description. The department may develop a customized posting draft.
* Posting dates:
  + Classified positions must have a closing date.
  + Professional positions may remain open until filled, include a priority consideration date or have a closing date.
* Identify other sources for advertising the position (paid for by the department); may include listservs, job boards, websites, individual outreach, etc. May be placed by the department and/or search committee.

**SELECTING THE CANDIDATE**

* Read through all the resumes/cover letters and evaluate candidates based on developed rubric.
* Select candidates for interview based on the job requirements and responsibilities.
  + A [telephone screen](http://hr.uw.edu/ops/wp-content/uploads/sites/4/2016/06/telephone-screen-template.doc) tool may be used to further narrow the pool for interview candidates.
  + IMPORTANT: Recruitments for positions covered by the SEIU Local 925 bargaining unit require an interview of at least ONE employee currently covered by the bargaining unit (if any have applied and are qualified).
* [Prepare for candidate interviews](https://hr.uw.edu/talent/hiring-process/interviewing/) and create a list of behavior-based interview questions to be asked EACH candidate interviewed. Employers are prohibited from asking an applicant for wage or salary history.
* Review [guidelines for providing candidates with disability accommodations](https://hr.uw.edu/talent/hiring-process/interviewing/accommodating-candidates-disabilities/) as needed.
* Check [references](https://hr.uw.edu/talent/hiring-process/background-checks/reference-checks/):
  + At least 2 references MUST be checked for the final candidate, including the current supervisor.
  + Employers are prohibited from asking an applicant’s current or former employer wage or salary history.
  + When the finalist for a position is a current or former UW employee, you must obtain a reference from the candidate’s current (or most recent) UW supervisor. If the immediate supervisor is unavailable or if the employee asks that you not contact their current UW supervisor, contact UWT HR.
  + Use the [UW Telephone Reference Check Form](http://hr.uw.edu/ops/wp-content/uploads/2016/06/telephone.check_.form_.pdf) or department may develop own questions.
  + Use the [Reference Checking Consent and Authorization Form](http://hr.uw.edu/ops/wp-content/uploads/sites/4/2016/07/refckconsent.pdf) if required by the reference.

**HIRE THE CANDIDATE**

* Employers are prohibited from asking an applicant for wage or salary history; and asking an applicant’s current or former employer wage or salary history.
* PRIOR to extending an offer, the salary must be approved by HR and confirmed via email.
* Contact UWT HR to discuss salary offer.
* Complete the [Request for Salary Offer and Approval Form](http://www.tacoma.uw.edu/sites/default/files/global/documents/admin-services/admin-toolbox/request_for_salary_offer_approval_form.doc) and submit to HR.
  + UWT HR will notify hiring manager of approval for salary offer via email.
* Make the offer and determine the start date.
* Contact HR once position is accepted by the final candidate and confirm salary accepted and start date.
  + Employees new to Workday should expect to receive email communication to complete a candidate portal via UWHires to initiate background checks as needed, and prepare their entry into Workday.
  + UWT HR will email hiring manager with information for onboarding, appointment letter, orientation, etc.
* Prepare appointment letter for new employee and send copy to UWT HR.
* Prepare for employee onboarding using the [New Staff Onboarding Checklist](http://www.tacoma.uw.edu/sites/default/files/sections/HumanResources/documents/Checklist_-_New_Employee.doc).
  + Contact HR to develop an onboarding plan.

**ADDITIONAL FOLLOW-UP**

* Contact any applicants interviewed and internal candidates not interviewed via phone to inform them that another candidate has been selected. Be prepared to provide feedback to candidates if requested. UWT HR will disposition candidates in UWHires (serves as notice to the candidates not selected).
* Retain recruitment documents for a period of 3 years.
  + All notes, worksheets, forms, etc. used during the recruitment and selection process should be retained for 3 years after hiring the successful candidate.