

Waisman Academic Recruitment Procedures

Please use this as a supplement to the “Steps in a Faculty, Academic Staff or Limited Appointee Hire”

1. Develop position vacancy listing (PVL) and an organizational chart for your employing unit and send to your HR representative. The vacant position should be shown and highlighted on the organizational chart. List only Waisman Center Employees and their payroll titles on the chart. Samples of approved PVL’s are found at <http://www.ohr.wisc.edu/apo/employment/index.htm> If you are creating a new position, attach a New Academic Staff Recruitment Form found here: <http://www.ohr.wisc.edu/forms/newas.pdf>

Attach a Recruitment Efforts plan if the new employee’s salary may be over the minimum of salary grade 8 (<http://www.ohr.wisc.edu/polproced/UTG/SalRng.html>) If the position that you are recruiting for is a Program Manager position, these positions will require a Position Questionnaire. If this position will be funded on 101 funds, please complete the following justification form prior to the hire. (See attached form)

2. When the Graduate School Dean’s Office and Academic Personnel have approved the PVL, it will be released. You will also be notified at this point by an email from the Oracle system stating that the PVL has been released. You may advertise **ONLY** after the PVL has been released. In addition to the PVL being posted on UW-Madison’s employment opportunities website, Waisman HR will have it be posted on the Waisman Center’s positions available website. Any advertising you choose to do must state, “UW-Madison is an Equal Opportunity Employer” and “Unless confidentiality is requested in writing, information regarding applicants and nominees must be released upon request. Finalists cannot be guaranteed confidentiality” and “Employment will require a criminal background check.”

3. Please review the university’s policy/procedure for reimbursing applicant interview expenses at: <http://www.bussvc.wisc.edu/acct/Policy/travel/interview.html>.

4. Notify all applicants upon receipt of their application and send applicants the AADQ memo to applicants. The Office for Equity and Diversity (OED) has developed an online process for applicants to complete the AADQ. OED is requesting that the online option be offered to all applicants. Applicants will need to know the PVL Number for which they are applying as they will have to enter it online to submit the AADQ. An email response template with a hyperlink to the online form and a hard copy response to applicants that do not provide an email address are located on our intranet under Personnel & Human Resources/Academic Staff/Recruitment.

5. Review Academic Staff disability accommodation policies and procedures at: <http://adac.wisc.edu/wiscinfo12020103.html>

6. Develop resume screening tool to identify which applicants meet the minimum requirements to be interviewed.

7. Prior to scheduling interviews, review your applicant ranking matrix with your Human Resources representative.

8. Interview questions must be related to job-related criteria. If you are recruiting for a new position, the interview questions must be approved by Waisman HR. If you have already recruited for this position previously

and have established interview questions that have been reviewed previously, then you don't need to submit the questions for approval by Waisman HR. For any questions and assistance, please contact your HR representative.

9. Prior to making an offer, please have your HR representative review your PVL file. Open recruitment procedures must be followed. Your file will be reviewed to ensure compliance with UW-Madison recruitment procedures. We will no longer process appointment letters, payroll, etc., until HR has reviewed the PVL file.
10. Please inform applicants about campus parking and parking rules/regulations for the Lots that surround the Waisman Center. Direct them to Zoe Blair, Room 202 or 608-263-5776 for requests or questions regarding parking.
11. Please advise all interviewees that UW policy requires us to conduct a criminal background check. This process will be done through HireRight and applicants should be notified to expect an email as a part of the criminal background check process. Any offer of employment will be conditional pending the results of the criminal background check. If the results are unacceptable, the offer will be withdrawn, or employment will be terminated. Once the candidate has officially accepted the position, he/she will receive another email from his/her HR representative via GIS/ComplI9 regarding I-9 procedures (verification of work eligibility).
12. When making an offer, please advise the candidate that they will need to provide verification of their degree (and license if applicable)
13. We are now required to accept prior year vacation carryover from other UW departments. Current year vacation and floating holiday hours will transfer with your new employee to their new Waisman Center appointment. Please explain this policy when making an offer so that the person can make arrangements regarding any vacation carryover hours with their current employing department.
14. The Request for Reimbursement of Relocation Expenses form and policy can be found here: <http://www.bussvc.wisc.edu/acct/trreloc.html>
15. Please notify unsuccessful applicants. Sample letters can be found here: <http://www.ohr.wisc.edu/polproced/srchbk/appnd/samplesp.pdf>
16. Lastly, please contact your HR representative with any questions. We are here to help and assist you!

HR Manager – Terri Peck (608) 263-5854 tpeck@waisman.wisc.edu

HR Assistant – Choutae Yang (608) 263-5671 cyang@waisman.wisc.edu

HR Assistant – Susan Ellmaurer (608-262-9613 ellmaurer@Waisman.Wisc.Edu