**Classified Staff – Professional Staff – Executive Officers**

**Recruitment Forms and Procedures**

Contact Stephanie Ludemann, Employment Administrator, (x3306) for assistance with the recruitment process and completing forms.

Related Policies: 1. Conducting Background Checks  
2. Onboarding and Verifying Employment Eligibility

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### Stage 1: Start A Request To Recruit

1. If this is a new or revised position, contact Debby Cwalina HR (x3229) to determine the correct classification before beginning the paperwork process.

2. Complete and route (following the routing instructions for your division) the Request to Recruit. Please attach forms as requested on E-form.

3. **Professional Staff and Executive Officer Positions Only**: Contact Equal Opportunity Office (x3307) to schedule an EO briefing.

4. For assistance in completing Professional Staff Recruitment Plans: Recruitment Outreach Resources

**Important:** Following all required approvals, HR will post the position on the Employment website and departments may begin advertising and recruiting.

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### Stage 2: Review Applications

5. When ready to screen applications, the search coordinator or chair needs to send the following to search committee members:
   - [How to View/Review Online Applications](#) to begin reviewing applications via EASE.
   - [Evaluation Matrix (Rating Tool)](#)

6. After the search committee determines the applicant dispositions, finalists and alternates, the search coordinator or chair needs to enter the dispositions in EASE using the [How to Enter Dispositions](#) Instructions.

**Important:** The dispositions need to be specific and correspond with the posted qualifications, e.g. Lacks 2 years office experience; No Master’s Degree

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### Stage 3: Request Approval to Interview

7. Complete the [Request to Interview E-form](#) and route as instructed on form.

**Important:** Interviews are not to be arranged until all approvals have been received. When HR locks the Request to Interview E-form, the department will receive an email confirmation that the approval process has been completed. At this time the department may arrange interviews.

8. After completing all the interviews, update the dispositions of the finalists and any alternates in EASE.

   The dispositions need to be specific and related to the interview, e.g.

   - Poor communication skills; less targeted experience

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### Stage 4: Request Approval To Make Offer

9. Ensure Reference Checks have been completed on your finalist. Offers of employment will not be approved until completed per the Background Check Policy.

10. Draft a letter of offer using the appropriate template and attach it to the [Request to Hire E-form](#).

   For classified positions - If you would like to offer a starting salary higher than Step A
   1. Review the [Starting Salary Guidelines](#)
   2. Email a justification to Stephanie Ludemann. She will contact you with approval.
11. Complete and route the Request To Hire E-Form. **Important:**
An offer of employment may not be made until all approvals are received. When HR locks the Request to Hire form, the department will receive an email confirmation that the approval process has been completed. At this time the department may make the offer to their candidate.

12. Following the approvals, send the official letter of offer to the new hire along with the I-9, W-4, and Measles Immunity Report. The new hire is to complete these documents with Human Resources, not the hiring department.

13. The new employee will need to come to the Human Resources office (Humanities 203) Monday through Friday, 8:00 am – 5:00 pm, to complete the following paperwork (paperwork must be completed prior to performing any University work):

   - I-9
   - Affirmative Action Data Form
   - W-4
   - Employee Information Form
   - Criminal Conviction Authorization Form
   - Proof of Measles Immunity
   - Proof of Measles Immunity Policy Acknowledgement
   - Benefits Eligibility Notification

14. Complete a Personnel Action Form for your new hire. Contact Donna Mason (x7713) for help in completing the form.

15. Send the signed copy of the letter of acceptance to:
HR - Attn: Employment MS – 9054