UNIVERSITY *of* WASHINGTON
HUMAN RESOURCES

Hiring process partnerships and commitments

- Hiring Manager (HM): Representative from UW department who is overseeing a requisition.
- Recruitment Partner (RP): Representative from UWHR who is handling aspects of the requisition.

Content in this document maps onto the ISC staff hire journey map: https://isc.uw.edu/hire-journey-map-staff/

CREATING AND POSTING A UWHIRES REQUISITION

1. **Hiring Manager creates Workday job requisition and ensures that departmental WD approvals occur.**

2. **Recruitment Partner sends posting preview to Hiring Manager** — *by end of fifth business day after department approves WD job requisition*.

TIPS & REMINDERS FOR HIRING MANAGERS

- **Enter the complete job posting text *exactly* as it should appear on UWHIRES.** Editing content after it is in UWHIRES delays posting.

- **The JD in the WD requisition (WD req) must match the JD in the Workday position (or PN).** Postings are delayed when PN's job description is blank or there are major differences between the WD req and the PN.

- **Postings for classified positions may be delayed** while your RP consults with individuals on the rehire list, if any.

- **Before contacting your RP about the timeline for your posting,** confirm all of your department's WD approvals are complete.

- **Transferring a job description between WD and UWHIRES is not automated.** RPs must do this manually, which creates a delay from the time your RP approves a WD requisition and when you receive a posting preview.

SCREENING & REFERRING APPLICANTS

Professional staff positions: Recruitment Partner updates Hiring Manager about each requisition — *weekly*.

Classified staff positions: Recruitment Partner refers qualified candidates — *by end of third business day after the closing date*.

TIPS & REMINDERS FOR HIRING MANAGERS

- **Recruitments must be posted for a minimum of 7 calendar days.**

- **Prioritizing your Pro Staff requisitions will help focus your RP's time.** While **HMs** will receive weekly updates, given the current volume of requisitions, we cannot guarantee resumes will be forwarded for every open requisition every week. Communicate with your RP about which requisitions they should screen for first, second, etc.

- **If you have not prioritized your open requisitions, your RP will start by screening for requisitions with the greatest number of new applicants.**

- **Disposition candidates *as you review them*** to maintain OFCCP compliance and stay in communication with applicants and your RP.

APPROVING SALARY OFFERS

1. **Hiring Manager adds "request approval of offer" activity in UWHIRES.**

2. **For INTERNAL finalist: Recruitment Partner reviews and approves the salary offer in UWHIRES** — *by end of business day after HM submits above request.*

   For EXTERNAL finalist: Recruitment Partner sends Sexual Misconduct Disclosure (SMD) — *by end of business day after HM submits above request.*

   Recruitment Partner reviews and approves salary offer in UWHIRES — *by end of business day after external finalist submits SMD form.*

TIPS & REMINDERS FOR HIRING MANAGERS

- **Before extending an offer to a current or former UW employee,** you must complete a <u>reference check</u> with the finalist's current (or most recent) UW supervisor and request a review of the finalist's official personnel record.

- **Confirm the salary approvers for your department are correct** before submitting the salary offer approval.

- **Alert external candidates that they will receive a Sexual Misconduct Disclosure (SMD) by email** and encourage them to return it promptly. If an affirmative response is received by the candidate, this may delay the overall timeline.

- **You may extend a conditional offer** when you receive a confirmation email from UWHires@uw.edu that approvals are complete.

PROCESSING PRE-HIRES

1. **Hiring Manager verbally extends conditional job offer to candidate, contingent upon successful completion of background check and SMD screening.**

2. **After candidate accepts conditional offer, Hiring Manager enters "department hire (pre hire)" in UWHIRES.**

3. **If finalist requires a background check, Recruitment Partner initiates background check** — *by end of business day after Hiring Manager completes above step.*

   Recruitment Partner updates the finalist's status to "hired" in UWHIRES and sends Hiring Manager the receipt for the WATCH background check — *by end of business day after background checks are complete.*

TIPS & REMINDERS FOR HIRING MANAGERS

- **If the salary needs to renegotiated, enter another "request approval of offer" activity in UWHIRES.** You may extend a counter-offer when you receive an email confirming your request was approved.

- **Ask candidate to respond to their email from UWHIRES (UWHires@uw.edu re: candidate to hire portal) to initiate the background checks process promptly and accurately.** Mistakes can delay the background check start.

- **Background check processing can take from 2–14 business days.** Please refrain from emailing your RP for at least 5 business days after salary offer was approved.

- **A finding on the criminal history background check may delay the timeline.**

CLOSING THE SEARCH

1. **Hiring Manager declines candidates who were interviewed, ideally via phone or email.**

2. **Hiring Manager <u>dispositions all candidates</u> on the workbench to maintain OFCCP compliance and to provide a positive candidate experience.**

3. **Hiring Manager compiles and stores <u>documentation of the recruiting and hiring process.</u>**

TIPS & REMINDERS FOR HIRING MANAGERS

- Once your finalist's status is updated to "hired" in UWHIRES, questions about whether and how the employee's information appears in Workday should be sent to the ISC.

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RESOURCES

- **<u>Staff hiring process overview</u>**
- **<u>Hiring process guide (PDF)</u>**
- **<u>UWHIRES overview</u>**
- **<u>Onboarding your new hire</u>**
- **<u>Onboarding toolkit for UW managers (PDF)</u>**