

**COMPARISON OF RECRUITMENT PROCESSES**

<p align="center"><b>CURRENT CLASSIFIED RECRUITMENT PROCESS</b></p>	<p align="center"><b>UNIVERSITY STAFF RECRUITMENT PROCESS</b>  <b>**The steps in which the institution's Affirmative Action Officer is involved in the recruitment process is at the institution's discretion.</b></p>
<p>Recruitment and assessment processes are determined by OSER.</p>	<p>Recruitment and assessment processes are determined by UW institution policy.</p>
<p>The UW institution Human Resources Office determines classification based on job duties. If necessary, approvals are obtained from OSER depending upon the classification and the classification's designation (i.e. obtain classification approval if the classification is non-delegated for the UW System to staff; obtain approval for a confidential or management designation; obtain approvals for a TAM or HAM request; etc.).</p>	<p>UW institution Human Resources Office assigns title based on job duties. Posting salary range is determined based on UW institution policy.</p>
<p>Vacancy is posted on the Wisconsin Employee Referral Service (WISCERS) for at least eight calendar days. At this same time vacancy is posted internally at the UW institution for transfer/reinstatement/demotion candidates according to the UW institution's internal posting procedure.</p>	
<p>If the position is not filled through internal transfer, demotion, or reinstatement, and is not a classification for which OSER maintains the register of qualified applicants, a recruitment plan is developed by the UW institution.</p>	<p>A recruitment plan is developed by the hiring authority. At the UW institution's discretion, the recruitment may be limited to internal university candidates. If that decision is made, both permanent and temporary University employees are eligible to apply.</p> <p>OR, the vacancy may be posted to external recruitment sites, according to the recruitment plan, utilizing TAM, PeopleAdmin, or other methods. The length of time for the posting is in accordance with the UW institution's policy.</p> <p>Competition will be required for both internal and external recruitments.</p>
<p>As part of the recruitment plan, a determination is made as to the type of exam that will be developed for the vacancy – ordinarily either a Training and Experience Assessment (T &amp; E), or an Objective Inventory Questionnaire (OIQ). Vacancies in certain labor and service classifications have been determined by OSER to be recruited through a Random Rank process, rather than a merit selection process.</p>	<p>The recruitment process includes identification of assessment criteria, based on qualifications determined to be essential to the specific job duties; and a choice of assessment tool(s) which will effectively/efficiently screen applicants for these criteria (See UPS Operational Policy TC 1, Appendix 1 for a list of various recruitment options.)</p>

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<p>An exam is created which will test applicants for qualifications which meet the needs of the position. If the UW institution does not have staffing delegation, all required examination documents (i.e. Job Expert and Test Security forms; HIJCed position description; Exam Plan; RAP; Exam with scoring criteria; flexible certification rule) are submitted to the UW System Administration Human Resources Office for review and approval. For vacancies in those classifications not delegated to the UW System, the exam materials will be reviewed by UW System Administration Human Resources staff and then forwarded to OSER for approval.</p>	<p>The assessment tool is created and approved, based on the UW institution's internal procedure.</p>
<p>If the T &amp; E exam is used, a rating panel of subject matter experts is selected and names are submitted to the AA Officer for approval.</p> <p>An interview panel is selected and names are submitted to the AA Officer for approval. No members of the rating panel may serve on the interview panel.</p>	<p>A search and screen committee is selected and a chair is named and approved.</p>
<p>The exam and job announcement are entered into WiscJobs. Additionally, external posting is done in accordance with the recruitment plan.</p>	<p>The vacancy is posted in accordance with the recruitment plan and institution policy.</p> <p>If the UW institution uses TAM or PeopleAdmin, the recruitment is also entered into that system.</p>
<p>After the deadline date:            For T &amp; E recruitments, applicant responses to exam questions and resumes are printed, a meeting with raters is conducted, scores are entered into WiscJobs, and analysis is performed on applicant scores.</p> <p>For online OIQ recruitments, the exam is scored in WiscJobs and analysis is performed on applicant scores.</p> <p>For offline OIQ recruitments, applicant responses are entered into WiscJobs, exam is scored, and analysis is performed on applicant scores.</p>	<p>After the deadline date, application materials are forwarded to search and screen committee members (using UW institution's established process for Faculty, Academic Staff and Limited recruitments, which may include either TAM or PeopleAdmin).</p>

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<p>After the exam is scored, a register of qualified candidates and a sub-list list of certified candidates are created in WiscJobs. The certification list is sent to the supervisor and the AA officer.</p>	<p>The search and screen committee assesses application materials and moves the most qualified candidates forward to be interviewed.</p>
<p>Interview questions are created and interviews are scheduled. Interview questions are approved by the AA officer. All candidates on the certification list must be contacted, and if interested, interviewed for the vacancy.</p>	<p>Interview questions are created and approved according to institutional policy. Interviews are scheduled.</p>
<p>The AA officer approves the hire selection, and a criminal background check is run.</p>	<p>The hire selection is approved according to institutional policy. A criminal background check is run.</p>
<p>If the position is in a classification in a broadbanded pay range, a salary analysis of similar positions is done to determine an equitable salary for the hire.</p>	<p>A salary analysis is performed on similar positions both within and/or outside the UW institutions to determine an equitable salary for the hire.</p>
<p>A probationary period is required if the appointment is a new, original hire or a promotion. At the hiring authority's discretion, a permissive probationary period may be required if the appointment is a transfer, reinstatement, or demotion hire into an employing unit other than that from which the individual is transferring, reinstating or demoting. A probationary period cannot be required for a transfer, reinstatement or demotion hire within the same employing unit. A 12 month probationary period is required for first-time hires into supervisory positions (both original and promotional) and other specific titles in the UW System (i.e. such as Power Plant Operators, Police Officers, etc.). A two year trial period is required for Career Executive positions. Portions of a permissive probationary period, a supervisory probationary period, or a career executive trial period may be waived at the discretion of the appointing authority.</p> <p>Depending on circumstances, an employee who fails probation may have a right to his/her former position or another position within the former employing unit.</p>	<p>A probationary period shall be mandatory for all hires. The length will be governed by the nature of the duties and responsibilities of the job. At minimum, all probationary periods will be six months. Supervisory positions and positions that have duties and responsibilities which are 'cyclical' in nature will be twelve months (i.e. Power Plant Operators, Police Detectives, Police Officers, Budget and Policy Analysts, Accountants, etc.). Supervisors will have the authority to terminate an unsatisfactory employee prior to the scheduled probation end date only with approval by the institution's Human Resources office. Individual institutions may establish criteria on which to base such decisions.</p> <p>There will be no guarantee of employment for an individual who does not pass probation. However, at the discretion of the appointing authority, such employee may be allowed to return to his/her former position.</p> <p>Candidates should be clearly informed of the terms and conditions of the probationary period at the time of offer.</p>

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<p>An appointment letter, detailing all conditions of employment, is prepared and sent to the candidate along with forms necessary to get the new hire on the payroll system.</p>	<p>An appointment letter, detailing all conditions of employment, is prepared and sent to the candidate along with forms necessary to get the new hire on the payroll system.</p>
<p>Rejection letters are sent to unsuccessful applicants.</p>	<p>Rejection letters are sent to unsuccessful applicants.</p>
<p>Recruitment is closed out in WiscJobs.</p>	