

**STEPS FOR THE  
SEARCH COMMITTEE/P1/SUPERVISOR/CONTACT PERSON  
TO FOLLOW IN A FACULTY, ACADEMIC  
STAFF OR LIMITED APPOINTEE HIRE**

**– After the PVL has been Approved and Posted –**

*Note: See Search Handbook for helpful information about the search process*

<http://www.ohr.wisc.edu/polproced/srchbk/sbkmain.html>

**1. START RECRUITMENT**

- **If REP Required:** The department must advertise in the magazines, journals, list servers, etc. listed on the Recruitment Efforts Plan (REP) form reviewed and approved by the Office for Equity and Diversity.
- **If No REP Required:** The department may choose to advertise in newspapers, journals, list servers, etc. in addition to Academic Personnel Office's posting of the PVL on the internet.

For all advertisements, the duties, title, salary, etc., listed must be consistent (although may be condensed) with what is stated on the PVL.

All advertisements must state the following:

1. *“Unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.”*
2. *“UW-Madison is an equal opportunity/affirmative action employer.”*

**2. UPON RECEIPT OF THEIR APPLICATION, YOU MUST SEND ALL APPLICANTS THE FOLLOWING.**

- For required REP's, in your acknowledgement letter state that the Affirmative Action Data Questionnaire (AADQ) can be found on our website, along with the link to the full cover letter <http://oed.wisc.edu/>. On the Left side bar under FORMS they can find the AADQ Be sure to give the applicant a PVL # so that they can get to the form. Click the link and complete the form and hit the submit button and the form will be automatically sent to OED. No mailing or downloading is necessary.

**3. ESTABLISH JOB—RELATED CRITERIA AND PROCEDURES FOR SELECTING FINALISTS.**

**4. AFTER THE APPLICATION DEADLINE HAS PASSED, REVIEW THE APPLICATIONS AND DETERMINE THOSE TO BE INTERVIEWED.**

**5. NOTIFY BOTH THE FINALISTS AND UNSUCCESSFUL APPLICANTS OF THEIR STATUS (see sample letters).**

**6. FOLLOW THE INTERVIEW PROCEDURES STATED IN THE SEARCH HANDBOOK:**

**7. MAKE A HIRING DECISION (IF FACULTY, A RECOMMENDATION TYPICALLY IS MADE TO THE DEAN FOR CONCURRENCE).**

When making a hiring decision in an underutilized faculty, limited or academic staff position, an Affirmative Action Review Form (AARF may be printed from <http://oed.wisc.edu/> ) must be completed and signed by the Chair/Director before an offer may be made, IF:

- a) underutilization exists in the position or job group being filled, and

- b) an underutilized protected group member was not recommended.

When completed, please send a copy to Office for Equity & Diversity, 179A Bascom Hall, 500 Lincoln Drive, or email it to [koconnor@vc.wisc.edu](mailto:koconnor@vc.wisc.edu).

NOTE: If you want to offer an academic staff position to a current classified employee in the same department, approval of your dean's office and the Academic Personnel Office is required prior to sending an offer letter.

**8. SEND A LETTER OF OFFER/APPOINTMENT LETTER TO THE SUCCESSFUL**

**APPLICANT** (sample letters in Chapter 5 appendices of the *Unclassified Personnel Policies and Procedures*: <http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm> ). The offer must be consistent with the title, salary and percentage stated on the PVL.

9. The Applicant Data Card (ADC) will be completed by OED first. OED will call the department contact to get the totals for applicants and interviewed applicants. OED will also ask about offers and declined offers at that time. Since the information is going into a database automatically, OED will run reports every two weeks and when you have made a hire they will call and work out a time best to call to get the above information. Once the ADC is complete OED will send a copy to you and to the Dean/Directors Office.

**10. SEND A NOTIFICATION LETTER TO ALL FINALISTS NOT SELECTED** (see sample letters).

**Reminders:**

- Offer of employment is contingent upon verification of identity and work authorization of the successful applicant within 3 days of the work start date. The 1-9 Form must be kept either in the individual's personnel file or preferably a separate I file for all employees.
- If you receive a request for the names of the applicants or finalists, go to Appendix 3-E in the *Unclassified Policies and Procedures*: <http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm> for instructions about how to comply.
- Documents relating to your recruitment and selection procedures must be retained for 6 years (see Documentation Checklist for Faculty, Academic Staff, and Limited Appointments Recruitment/Hiring at [http://www.ohr.wisc.edu/polproced/srchbk/SB\\_M\\_7.html](http://www.ohr.wisc.edu/polproced/srchbk/SB_M_7.html) ).

NOTE: If a spouse/partner hire opportunity is contemplated for faculty and funding from the Provost is needed, a request must be made to the Provost by the Dean (see Search Handbook, Chapter 5.02 <http://www.ohr.wisc.edu/polproced/srchbk/sbkch5.pdf> ). The spousal/partner hire letter must state that the offer is contingent on the other (first hire) spouse/partner commencing employment.

*For questions regarding the Affirmative Action forms, contact the Office for Equity and Diversity (263-2378). For other questions, contact your Dean/Director's office.*

Web doc (uppp forms) & 0305\_F Updated June 2009