

Steps For Hiring Faculty, Academic Staff or Limited Appointees

– After the PVL has been Approved and Posted –

See [“Searching for Excellence & Diversity: A Guide for Search Committee Chairs”](#) a comprehensive handbook that offers best practices for search committees and can assist with creating a diverse hiring pool

1. Start recruitment:

- **If REP Required:** The department must advertise as indicated on the Recruitment Efforts Plan (REP) form reviewed and approved by the Office for Equity and Diversity (OED).
- **If No REP Required:** The department may choose to advertise in online publications, newspapers, journals, list serve, etc. in addition to Academic Personnel Office’s (APO) posting of the PVL on the internet.

For all advertisements, the duties, title, and salary listed, if any, must be consistent with what is stated on the PVL. Any additional information can be added at your discretion.

For assistance with current advertising agreements please refer to the “Badger Connection” in the [Recruitment Toolkit](#) (login with NetID is required).

All advertisements must state the following:

- “Unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.”*
- “UW–Madison provides equal employment opportunity for all persons and is in compliance with State and Federal regulations.”*

2. Upon receipt of the application:

It is important that all applicants are sent an acknowledgment letter or e-mail. For positions requiring REP’s be sure to state in the correspondence that the Affirmative Action/Employment Opportunity Data Questionnaire (AADQ) can be found in the [Forms section on the OED Website](#).

- Be sure to give the applicant a PVL # so that they can get to the form
- Once the applicant clicks submit the form will be automatically be sent to OED

Sample letters for the Acknowledgement of Receipt of Application for REP and Non-REP postings can be found in the “Communication with Applicant” section of the [Recruitment Toolkit](#).

3. Establish job-related criteria and procedures for selecting finalists

4. After the application deadline:

- Review the applications
- Determine which applicants will be interviewed

5. Notify both the finalists and the unsuccessful applicants of their status

(see the [Communication with Applicants section of the Recruitment Toolkit](#)).

6. Follow the interview procedures stated in the "[Searching for Excellence & Diversity: A Guide for Search Committee Chairs](#)" or under "Interviewing Resources" in the [Recruitment Toolkit](#).

7. Making a hiring decision:

- If faculty, a recommendation typically is made to the Dean for concurrence
- If the position is an underutilized faculty, limited or academic staff position, an Affirmative Action Review Form (AARF) must be printed from the [Forms Section of the OED Website](#) and signed by the Chair/Director before an offer can be made

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 APO are required **prior** to sending an offer letter.

8. Sending offer/appointment letters:

- Once the successful applicant is selected, offer and appointment letters can be found under "Making the Job Offer" in the [Recruitment Toolkit](#).
- The offer must be consistent with the title, salary and appointment percentage stated on the PVL.

9. Applicant Data Card:

- The Applicant Data Card (ADC) will be completed by OED
- 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 month and when you have made a hire, please notify them either by email bsundal@cdo.wisc.edu or phone 263-7823 and you can work out needed details to complete the ADC form
- Once the ADC is complete, OED will send a copy to you and to the Dean/Directors Office

10. Notification Correspondance:

- Must be sent to all applicants that weren't selected
- For sample letters please see the "Communication with Applicants" section of the

Recruitment Toolkit

Reminders:

- Offer of employment is contingent upon verification of identity and work authorization (I-9) of the successful applicant within **three** days of the work start date
- If you receive a request for the names of the applicants or finalists, go to [appendix 3-E in the Unclassified Policies and Procedures](#) for instructions about how to comply
- Documents relating to your recruitment and selection procedures must be retained for six years

NOTE: If a spouse/partner hire opportunity is needed for faculty, the Dean may contact the Provost to determine if funding is available. For instructions please review Step 5 on the [Dual-Careers Checklist](#). The spousal/partner hire letter must state that the offer is contingent on the original 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.

Updated March 2013