Hiring FAQ's

University of Wyoming

Human Resources Department

Filling a vacancy

I have more than one vacancy; do I have to post a separate ad for each position?

No, as long as the PDQ's are exactly the same, you can indicate in the Comments section of the requisition that there will be multiple positions filled from this advertisement. When the job closes, an HR Staffing/Employment Partner will link the applicants from the posted ad to the job that was not posted.

Do I have to advertise in the newspaper?

Newspaper advertising is determined based upon the needs of the department to attract qualified candidates. Newspaper advertising is not required. The requesting department will be responsible for getting the ad posted as well as the cost of the ad.

If an applicant brings a resume directly to our department, can we consider them for our position?

Resumes and applications should only be considered if they are submitted on-line through the job listing website. All interested applicants must apply on-line to be considered.

Screening and Interviewing

How many people need to be on the interview committee?

The purpose of the interview committee is to bring a variety of perspectives and insight to the interview process. We recommend that the committee is comprised of at least three members to evaluate all application materials, determine which candidates will participate in the interview process and actively conduct the interviews.

One of the committee members won't be able to make it to all interviews. What do I do?

Unfortunately, that member will not be able to participate on the interview committee. If the member has already sat in on interviews, you will need to remove that member's evaluations of the interviews.

When can we begin interviewing applicants?

After your interview questions and screening evaluations have been provided to HR Staffing/Employment Partners via recruit@uwyo.edu.

Can we interview all applicants in the pool?

Yes

What should I do when I'm interviewing an applicant and they are self-disclosing information such as marital status, religion, etc.?

When an applicant voluntarily offers such information it is a good idea not to write this information down and guide the interview away from such disclosures into topics specifically related to the job.

We have tried unsuccessfully to schedule an interview for one of the applicants. What do I need to do?

Send the candidate an email indicating your desire to schedule an interview and follow-up with a phone call to all email addresses and phone numbers on their resume and application materials. You should indicate a deadline to respond in order to be considered for the interview (within one week).

I had a "no show/no call" applicant for an interview. What do I do?

You may try to contact them to see if there was a communication problem, an unavoidable conflict or an attempt to reschedule. However, if they do not respond to your phone calls/messages, and you have given them a reasonable period of time to respond you may consider them withdrawn.

Reference Checks

Do I have to do reference checks on all applicants?

Reference checks are highly encouraged in order to reduce the risks of a hiring mistake. You may conduct reference checks on your top candidate or your strongest contenders in the pool. You should contact several previous employers to verify work performance.

An applicant checked "no" on their application form pertaining to checking references with their current employer. What should I do?

In most cases, the employee does not want the current employer to know that he/she is looking for another job, which is understandable.

Hiring

When can I make an offer?

After your interview evaluations have been approved and you have received an email from HR Staffing/Employment Partners with information regarding the verbal offer to the candidate. Prior to extending a verbal offer, consult with your supervisor and area Business Manager/Accountant regarding the budgeted and approved salary amount. Ensure your unit has notified the VP/Appointing Authority of the unit, as they will have to review approve this amount as well.

Any offer above the midpoint of the pay grade must be approved by HR's Classification and Compensation unit **prior** to making an offer (Staff and Administrative positions). For Faculty positions, please consult Academic Affairs on any salary over the budgeted amount.

If the candidate accepts, contact HR Staffing Partners and they will submit the background check and if applicable, a Motor Vehicle Records check.

If we extend an offer but the top candidate declines, what do we do next?

If you want to make an offer to your second choice, an HR Staffing/Employment Partner will enter an evaluation indicating that the top candidate declined and you want to offer it to your second choice.

If you don't have a second choice, you can repost the position to collect new applications.

If you want to wait, you can cancel the search and wait until you are ready to post the job again.

When can my new employee start working?

After the background check and Motor Vehicle Records check (if applicable) are complete and the offer is fully approved and accepted by the candidate.

What paperwork does my new employee need to complete?

> **Electronic I9** – New employees need to come to complete Section I of the Electronic I-9 form ON or BEFORE their 1st day worked. It can be accessed in HRMS Self-Service under Main Menu>Self-Service>Personal Information>Form I-9. To obtain initial login information, an employee can click here, or go to WyoWeb and click "Obtain Username and Initial Password." The employee will also need to provide acceptable documentation to Human Resources within 3 business days of completing Section I of the Electronic Form I-9.
>
> **W4 & Direct Deposit** – convenient to submit when completing I9.
>
> **Insurance forms** – New employee will be invited to a New Employee Orientation. For the most recent schedule, refer to our New Employees Page.

If a former employee is rehired, do they need to complete a new I9 and W4?

Possibly – Contact Human Resources and they can verify if a new I9 and/or W4 need to be completed.

My new employee is transferring from another department within the University. Do they need to complete a new background check?

If the transfer is considered a promotion, the employee will not need to complete a background check per the Background Check Policy.

Lateral transfers – a new background check is not required for a lateral transfer (same salary).

Post-Hire Information

When can a new employee get a WyoOne ID card?

The new employee can get their WyoOne ID after they have completed their I9. The employee must visit WyoOne ID Office – Knight Hall, Room 28 (basement of Knight Hall).

When can a new employee get a campus Parking Permit?

The new employee can get their campus Parking Permit after they have completed their I9. The employee must visit Transit & Parking Services – 462 N. 10th Street.

Who sends my new employee (benefited) an appointment letter?

Human Resources will send a letter to the new employee at their campus email shortly after the hire has been finalized.

When do employee benefits start (health/life/dental insurance)?

First day of the next month. If they were hired on October 15th, their insurance benefits will start November 1st.

Who maintains all of the search documentation?

The hiring department should maintain all records related to the search for a period of 3 years from the completion of the search. ** It is very important to only document information that is job related**