

Structuring UW for the Future Project

HR Guidance Regarding the Process to Fill Open Staff Positions

The following document provides general guidance regarding the process to fill new staff positions created as part of the UW Restructuring Plan presented to the Board of Trustees on 14 July 2021. This is a high-level document; additional details will be provided in the future.

Guiding Principles

- **UW will post all open staff positions.**
 - The current process to create and approve a job requisition will be utilized, and the position will be posted internally on the UW job listings site.
- **UW will utilize current, established recruiting processes to fill open staff positions.**
 - Hiring Managers will be designated, and Search Committees will be formed, to manage the process to fill all new staff positions resulting from implementation of the restructuring plan.
- **UW will utilize a competitive process to fill staff positions.**
 - All impacted staff employees will be encouraged to apply to open roles for which they are qualified and interested. All candidates will be screened and some chosen to interview, using normal UW recruiting procedures. No one will not be pre-identified for, or promised, an open University position.
- **Impacted staff employees will be granted an interview when applying to an open role, for which they meet posted minimum requirements, anywhere across campus.**
 - Unless the employee does not meet posted minimum requirements for the role to which they apply, the impacted staff employee will be granted an interview.
- **Staff employees in non-impacted Units will not be displaced from their jobs on behalf of impacted employees.**
 - The scope and initial impact to campus will be limited to the Units and Departments specified in the announcement.
- **Impacted staff employees will be given the first opportunity to compete for newly created positions resulting from this Project.**
 - Only impacted staff employees will initially be considered for newly created positions resulting from implementation of the restructuring plan. After that candidate pool is exhausted, if the position remains unfilled, it will be “opened up” for the rest of campus to apply. Lastly, if the position remains unfilled, external applicants will be considered.
- **Impacted staff employees will receive ‘high touch’ support from Human Resources.**
 - Each impacted employee will be assigned a specific Staffing Specialist as their single point-of-contact for all UW-related recruiting activities and questions. Additionally, a Benefits Specialist will be assigned. Tailored training modules will be assigned to help impacted employees. In addition, any transition-related benefits will be thoroughly explained and carefully administered.