

STEPS TO FILLING A CLASSIFIED STAFF POSITION

**For more detailed information, please see the following user guides:**

* **[PDQ](http://www.uwyo.edu/hr/_files/docs/classification-compensation/PDQ-Users-Guide.pdf)**
* [**Staff Position Request Form Guide**](http://www.uwyo.edu/hr/_files/docs/employment/Staff-Position-Request-Guide.pdf) **&** [**Staff Job Opening Guide**](http://www.uwyo.edu/hr/_files/docs/employment/Staff-Create-Job-Opening-Guide.pdf)
* [**Hiring Manager – Reviewing Job Opening & Applicants Guide**](http://www.uwyo.edu/hr/_files/docs/employment/reviewing-job-opening-applicants-hiring-manager-guide.pdf)
* [**Interviewer & Interested Party – Reviewing Job Opening & Applicants Guide**](http://www.uwyo.edu/hr/_files/docs/employment/reviewing-job-opening-applicants-interviewer-interested-party-guide.pdf)

*Please make sure you have completed the required OFCCP Training before you start****. Please contact Training Specialist, Jesse Begin to complete training if you have not already. (email:*** ***jbegin@uwyo.edu******, phone: 6-5484)***

1. Review PDQ and update if needed. PDQs need to reflect the current duties and responsibilities. Once you have updated the PDQ you will submit for approval. You will receive an e-mail notification when Classification/Compensation has finalized the PDQ. Once the PDQ has been finalized you can start with the “Staff Position Request Form Guide” script.
2. Initiate the Staff Position Request form – this requires a final review of the PDQ and the following information: current annual budgeted salary, annual hiring salary, funding manager, funding source(s), tier ranking, justifications and any additional comments the requestor would like to make. Upon approval in HRMS, a Staffing Partner will reach out and help you with the Create Job Opening step.
3. Create the Job Opening – Start with the “Staff Job Opening Guide” script to initiate this process. After a short approval of the job posting, the job will be finalized and advertised as appropriate by your Staffing/Employment Partner. All candidate materials and applications will be housed within the HRMS system. For assistance, please see the “Hiring Manager – Review Job Opening & Applicants Guide” script.
4. Hiring managers will be able to review all minimally qualified candidates while the position is open. Your Staffing/Employment Partner will notify you after the advertisement closes and verify the list of applicants. You may extend the advertisement period if needed.
5. Evaluate and screen applicants on criteria from the advertisement. Determine who will be interviewed and work with your Staffing/Employment Partner for approval of your justifications prior to scheduling interviews. Send your interview questions as an attachment to your Staffing/Employment Partner for review and approval. Refer to the [Hiring Toolkit](http://www.uwyo.edu/hr/hiring-toolkit/index.html) to help with interview questions, if necessary. All candidates that meet the [Veteran Preference](http://www.uwyo.edu/hr/workforce-management/veteran-preference-info.html) requirement must be interviewed. Questions should be directed to your Staffing/Employment Partner.
6. Interview and evaluate your candidates on criteria from the advertisement.  Evaluations are needed for all candidates interviewed, and similar to the screening evaluations, the interview evaluations will need to be reviewed and approved by the Employment/Staffing Partner before the offer is entered into the system for approval.
7. Initiate reference checks for your top candidate(s) using [SkillSurvey](https://www.uwyo.edu/hr/talent-acquisition/skill-survey.html) by notifying your Staffing/Employment Partner of the selected candidate(s). A request to the candidate(s) will be sent from HR. When the references are completed, HR will send a summary report to you.
8. Check top candidate’s answers to Disclosure Statement questions found within the “Application” icon by “viewing questionnaire” link.  If the candidate has marked “YES” to a felony or violation of employer policy – work with the Staffing/Employment Partner to ensure the hire is reviewed and approved/denied by the VP of the hiring unit.
9. Contact your Staffing/Employment Partner regarding your top candidate. Your Staffing/Employment Partner will then enter the offer in the system for approval. You will receive an email notification when the offer has been approved.  Confer with your Staffing/Employment Partner on things to cover in negotiating salary. Be sure to discuss the fringe benefit information with the candidate and communicate probationary (extended or new hire) periods to candidates at the time of offer.  Offer is contingent on a successful reference checks, background screening, MVR check and/or pre-employment drug screenings if necessary.
10. Notify the Staffing/Employment Partner once verbal, contingent offer is accepted/declined.  Please note that a candidate cannot start work until their background check is completed and compliant with the hiring policy.  Once background is complete the Staffing/Employment Partner will work with the department to determine official start date, campus address and campus phone number to complete electronic hire.
11. Notify the new employee that they must complete an Electronic Form I-9 ON or BEFORE their start date.