

Recruitment Process

**University of Wisconsin
Oshkosh**



Review the step by step guide below to help navigate through the recruitment process.

Questions? The recruitment team is happy to assist. Contact us at: recruitment@uwosh.edu or (920) 424-1166.

1. Hiring supervisors and administrative support attend Creating a Position Description & Job Posting in PageUp training session
2. Complete position description in PageUp, request/receive approval
3. Complete job requisition (job posting) in PageUp, request/receive approval
4. HR posts the position to job boards noted on job requisition
5. Once position is visible on UWO careers page, hiring supervisors/administrative support may post the position to additional job boards, if applicable (screen shots must be attached)
6. Search committee members watch the online search and screen best practices orientation (video here: [recruitment website](#))
7. Search committee members attend Search and Screen Process in PageUp training session
8. Hiring supervisor hosts a charge meeting with the search and screen committee
9. Search committee individually reviews and tiers all applicants in PageUp who've applied **before** initial deadline as noted in posting
10. Search committee meets to review Search Committee Report (export from PageUp) and discusses next steps
11. Schedule/conduct phone interviews (if applicable)
12. Applicants moving forward are sent through compliance review in PageUp. Office of Equity and Affirmative Action will review candidates and endorse or decline with a justification
13. Schedule/conduct on campus interviews
14. Schedule/conduct reference checks in PageUp (3 options)
15. Search committee makes hiring recommendations in PageUp
16. Hiring supervisor makes decision on final candidate
17. Hiring supervisor completes offer card in PageUp and requests/receives approval of the offer components
18. Offer card is reviewed/approved by all approvers
19. Hiring supervisor extends verbal offer to the final candidate
20. Candidate verbally accepts the offer
21. Hiring supervisor immediately notifies HR of accepted verbal offer (Shannon Lemke or Karen Steinhofer)
22. HR sends out the contract/offer of employment
23. Candidate electronically reviews/accepts offer of employment through the PageUp system. PageUp directs them to a new starter form
24. Candidate submits new starter form and PageUp initiates the criminal background check
25. PageUp notifies HR of criminal background screen results and HR takes action based on results
26. New employee is enrolled in onboarding portal, completes tasks (hiring paperwork, orientation sign up, etc.)
27. New employee starts on their scheduled first day