Recruiting and Hiring Staff

WISELI PI Training

Where Do You Begin

- Mentor/Mentoring Committee
- Unit Chair/Director/Administrator
- School/College Human Resources Division
- Classified Human Resources (CHR)
- Academic Personnel Office (APO)

Keep in Mind …

- you need to work with your Unit on HR matters

- you need to adhere to Institution policies/procedures

- you need to ask questions of HR experts and remember to ask for help

Keep in Mind …

○ you need to know when and how to address issues with employees, student assistants, and employees-in-training

Types of Appointments

- Academic Staff
- Classified
- Employees – In –Training
- Student Assistant
- Student Hourly
- Visiting Appointments

Academic Staff

- Degree requirement
- Primary duties consist of:
  - Directing, organizing or supervising higher education activities
  - Guiding or counseling students
  - Assist faculty in research, public service or instruction of students
  - Professional duties primarily associated with institutions of higher education
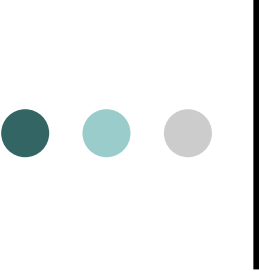
Classified Staff

- No degree requirement
- Duties do not fall within definition of academic staff descriptions
  - Ex.   Administrative, fiscal, laboratory technicians

Classified Staff (cont.)

- **Permanent Employment** – requires the services of an employee for over 600 hours a year in which the job functions are expected to continue from year to year.
- **Project Employment** – requires the services of an employee for over 600 hours a year in which there is a temporary workload increase or planned undertaking which is not a regular function of the unit.
- **Limited Term Employment** – Activities that are sporadic, short-term in nature that either don't allow for permanent or project employment or not recurring in nature.

Employees-In-Training

- Individuals who not enrolled students and are acquiring additional training or experience in their fields of specialization, typically after receiving an advanced degree.

- Ex. Postdoctoral Fellow or Trainee, Research Associate, Research Intern

Student Assistants

- Enrolled graduate students

- Ex. Program Assistant, Project Assistant, Research Assistant

Student Hourly

- Students who provide part-time and/or temporary administrative, clerical, laborer, technical or other general support to UW-Madison faculty and staff.

- Individual must be enrolled in an institution of higher learning or high school.

Where to begin?

- Write a position description

  The position description is the official description of what types of duties are expected from an individual.

- Sample position descriptions are available online and from your department administrator and HR departments

Why is a position description important?

- Informs the employee what is expected of him/her in the job
- Tool for assigning duties and responsibilities to the position
- Identifies training needs
- Basis for performance evaluation standards
- Plans and organizes your work unit
- Determines appointment type

Recruitment

- Position is posted online
  - Length of position posting is dependent upon position type
  - Advertising (if necessary)
- Applicants are referred
- Interviewing and reference checking
- Background check of selected applicant (Effective December 3, 2007)
- Appointment letter generated

Appointment Letters

- Provide the employee with the terms and conditions of employment
- Include (but are not limited to):
  - Effective date
  - Salary
  - Department of hire and/or Operational Area
  - Benefits information
  - Probationary period
  - Employment eligibility information (i.e. I-9)

Probationary Periods

- All permanent appointments have a probationary period.

- Probationary periods last from 6-12 months.

- It is important during the probationary period to provide feedback on performance.

- If you have concerns about performance during the probationary period, consult with your HR Rep immediately.

Websites to Reference

- Office of Human Resources
  - http://www.ohr.wisc.edu/
- CHR
  - http://www.ohr.wisc.edu/cpo/index.htm
- APO
  - http://www.ohr.wisc.edu/apo/index.htm
- School/College websites

Information to Reference

Unclassified Policies/Procedures

UW-Madison administrative policies and procedures covering, for example, type of appointments, recruiting, interchanges, rate/title changes, sick-leave and vacation policies and leaves of absences.

http://www.ohr.wisc.edu/polproced/UPPP/UpppTableofContents.htm

Information to Reference

Unclassified Title Guidelines

Definitions and guidelines for assigning titles to unclassified staff.

http://www.ohr.wisc.edu/polproced/UTG/Tblcnts.htm

Information to Reference

Academic Staff Policies and Procedures

UW Madison rules about appointment types, personnel files, grievances, complaints, nonrenewals, layoffs, dismissals, and outside activities for academic staff.

http://acstaff.wisc.edu/doc.html

Information to Reference

Search Handbook for Faculty, Academic Staff, and Limited Appointments

The Search handbook has been developed by the Office of Human Resources and the Equity and Diversity Resource Center as a resource in carrying out your administrative duties on campus.

http://www.ohr.wisc.edu/polproced/srchbk/sbkmain.html

Questions?