

# **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](mailto:recruitment@uwosh.edu) or (920) 424-1166.

1. Hiring supervisors and administrative support are encouraged to watch online PageUp training videos titled Creating a Position Description and Creating a Job Requisition and/or read through PageUp manuals
2. Complete position description in PageUp, request/receive approval
3. Complete job requisition (job posting) in PageUp, request/receive approval
4. Recruitment team 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 are encouraged to watch online PageUp training videos titled Search and Screen Committee Training and Search Chair and Search Assistant Training
8. Hiring supervisor hosts a charge meeting with the search and screen committee
9. Recruitment team moves all candidates to “search committee review” status when initial review deadline hits
10. Search committee individually reviews and tiers all applicants in PageUp who’ve applied **before** initial deadline as noted in posting
11. Search committee meets to review Search Committee Report (export from PageUp) and discusses next steps
12. Schedule/conduct phone interviews (if applicable)
13. Applicants moving forward are sent through compliance review in PageUp **prior** to candidates being invited to on-campus interviews. Office of Equal Opportunity and Access will review candidates and endorse or decline with a justification
14. Schedule/conduct on-campus interviews
15. Schedule/conduct reference checks in PageUp (3 options)
16. Search committee makes hiring recommendations in PageUp
17. Hiring supervisor makes decision on final candidate
18. Hiring supervisor completes offer card in PageUp and requests/receives approval of the offer components
19. Offer card is reviewed/approved by all approvers
20. Hiring supervisor extends verbal offer to the final candidate
21. Candidate verbally accepts the offer
22. Hiring supervisor immediately notifies the recruitment team of accepted verbal offer
23. Recruitment team sends out the contract/offer of employment
24. Candidate electronically reviews/accepts offer of employment through the PageUp system. PageUp directs them to a new starter form
25. Candidate submits new starter form and PageUp initiates the criminal background check

26. PageUp notifies recruitment team of criminal background screen results and HR takes action based on results
27. New employee is enrolled in onboarding portal, completes tasks (hiring paperwork, orientation sign up, etc.)
28. New employee starts on their scheduled first day