

# Recruitment Process Overview

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. Complete job requisition (job posting) in PageUp, request/receive approval
2. Recruitment team posts the position to job boards noted on job requisition
3. Once position is visible on UWO careers page, hiring supervisors/administrative support may post the position to additional job boards, if applicable (documentation must be uploaded to job requisition)
4. Hiring supervisor hosts a charge meeting with the search and screen committee. EOEEA will also be present at this meeting to address search specific issues and concerns with the search committee and provide valuable training. All committee members will need to attend this meeting for each search they serve on
5. Recruitment team moves all candidates to “search committee review” status when initial review deadline hits
6. Search committee individually reviews and tiers all applicants in PageUp who’ve applied **before** initial deadline as noted in posting. Each committee member will be required to use a rubric to help in the tiering process. All rubrics must be uploaded to the job requisition in PageUp
7. Search committee meets to review tiering and discusses next steps
8. Applicants moving forward are sent through Compliance Review #1 in PageUp **prior** to candidates being invited to any phone interviews. The Office of Equal Opportunity, Equity & Affirmative Action will review candidates and endorse or decline with a justification, as well as ensure proper documentation has been completed
9. Schedule/conduct phone interviews (if applicable). All meeting notices, meeting minutes, and interview questions must be uploaded to the job requisition in PageUp
10. Applicants moving forward are sent through Compliance Review #2 in PageUp **prior** to candidates being invited to any on campus interviews. The Office of Equal Opportunity, Equity & Affirmative Action will review candidates and endorse or decline with a justification, as well as ensure proper documentation has been completed
11. Schedule/conduct on-campus interviews. All meeting notices, meeting minutes, and interview questions must be uploaded to the job requisition in PageUp
12. Schedule/conduct reference checks in PageUp (3 options)
13. Search committee makes hiring recommendations in PageUp. The search committee must document job-related strengths and weaknesses for each candidate interviewed on campus (no matter if recommended or not) and upload the documentation in PageUp
14. Hiring supervisor makes decision on final candidate
15. Hiring supervisor completes offer card in PageUp and requests/receives approval of the offer components
16. Offer card is reviewed/approved by all approvers

17. Hiring supervisor extends verbal offer to the final candidate
18. Candidate verbally accepts the offer
19. Hiring supervisor immediately notifies the recruitment team of accepted verbal offer
20. Recruitment team sends out the contract/offer of employment
21. Candidate electronically reviews/accepts offer of employment through the PageUp system. PageUp directs them to a new starter form
22. Candidate submits new starter form and PageUp initiates pre-employment checks
23. Recruitment team monitors criminal background results and HR takes action based on results if needed
24. New employee is enrolled in onboarding portal, completes tasks (hiring paperwork, orientation sign up, etc.)
25. New employee starts on their scheduled first day