

# **Standard Operating Procedures**

## **Campaigns/Open Pools**



UNIVERSITY OF WISCONSIN  
OSHKOSH

## **Who can have a campaign/open pool?**

Typically, departments across campus who experience high turnover or hire in high volume may set up a campaign/open pool to help assist their recruitment needs. Interested departments should work with their assigned HR recruitment point of contact to determine if a campaign is appropriate for their hiring situation.

## **Parameters set around campaigns/open pools**

Campaigns/open pools must contain the following information on their postings:

1. Official Title
2. Business Title (if applicable)
3. Employment Class
4. FTE
5. Compensation
6. Terms of Appointment
7. Position Summary
8. Required and Preferred Knowledge, Skills, and Abilities
9. Application Deadline
10. Submission Requirements

In order to keep our campaigns/open pools up-to-date with interested applicants, applications will be held on file for one year, at which point, the applicants will be notified to apply again if still interested. A new campaign will be created and posted by the recruitment team.

## **Search Process**

Departments need to ensure that they are doing their due diligence when hiring from a campaign/open pool. In order to ensure a fair and ethical recruitment, departments must adhere to the following search process:

1. All applicants must be reviewed by a panel of at least two people when a hiring need arises
2. Telephone interviews/Skype interviews are recommended (but not required) to narrow the pool of qualified candidates to a manageable number of top candidates for campus interviews
  - a. Do not ask or consider the following during any of the recruitment stages: race, color, age, religious affiliation, ethnic origin or national origin, marital/family status, pregnancy, military/veteran status, disability status, arrest/conviction

record (if substantially related a cbc will disclose), sex, sexual orientation, gender identity or expression

- b. All candidates must be asked the same questions at each stage of process
  - c. Inform/discuss salary as soon as possible with your candidates
  - d. If you provide/offer something for one candidate, you must provide/offer it to all candidates (ie. Skype interview, travel reimbursement, etc)
  - e. If you receive letters of recommendation from a reference, you may not pass on those letters to the candidate
3. Please view the [interview resources](#) toggle on the recruitment webpage for multiple guides pertaining to the interview process.