**Search Assistant Quick Tips**



**What is the main role the search assistant plays in a recruitment?**

The main role of the search assistant is to provide administrative support for the search chair and committee. This typically includes entering the position description (PD) into PageUp, creating the job requisition in PageUp, setting up committee meetings, sending in the open meeting notices, taking meeting minutes, changing the candidate’s statuses in PageUp, and setting up interviews. The search assistant can be part of the committee (tiering/reviewing/interviewing candidates), however, this is not required.

**Open Meetings Law**

All Search and Screen committee meetings are subject to the Open Meetings Law 19.85 (1) (c).

While Wisconsin Open Meetings Law requires 24 hour notice, according to University practice, the Committee must notice public meetings 48 hours in advance by posting one notice on the University Marketing & Communication’s online Open Meetings Calendar using the form located here: <https://uwosh.edu/umc/open-meeting-notice/>, and a second notice on a bulletin board near the meeting location. For questions about the noticing and posting process, please contact University Marketing & Communication.

* Open session: information about the position, schedules, etc.
* Closed session: must move to closed session to discuss candidates
* Meeting minutes should be written for each meeting and uploaded along with the meeting notice to the documents tab of the job requisition in PageUp

If you receive a request for documentation from a search, contact the University’s Custodian of Public Records, Robert Roberts, at publicrecords@uwosh.edu.

**Advertising**

If it was indicated on the job requisition that the position will be posted on job boards, listservs, etc. outside of the UWO Careers Page and other sources offered by the HR office, the search assistant must manually create, post, and document those advertisements.

**PageUp**

The role the search assistant plays while navigating PageUp is as follows:

* Run the “search committee report - administrative support/search assistant” report in PageUp after all committee members have tiered the candidates, but prior to moving candidates out of “search committee review” status
* Update candidates’ application statuses in PageUp throughout the recruitment process in a timely manner
* Input non-selection codes for unsuccessful candidates
* Move candidates into compliance review ***prior*** to inviting candidates to do any form of interview (missing this step may result in a failed search)
* Upload all documentation to the job requisition to close out a recruitment. This includes, but is not limited to, meeting notices, meeting minutes, interview questions, evaluation rubrics, job-related strengths & weaknesses for each candidate interviewed on campus, Screening tool, and proof of job advertisements (outside of the ads HR posts)
* Review and tier candidates IF part of the committee

**Interviews**

The search assistant will assist in the interview process by:

* Coordinating the schedules of the search and screen committee members to schedule committee meetings and all interviews
* Scheduling phone & on-campus interviews with candidates. This can be done via email, phone, or the [event function](https://uwosh.edu/hr/wp-content/uploads/sites/90/2019/07/Creating-an-Event.pdf) in PageUp
* Participating in interviews IF part of the committee