

CAMPUS RECRUITMENT PROCESSES

PURPOSE

This guideline applies to search committees and search committee processes on the Tri-Cities Campus. This campus recruiting guideline supports the recruitment, retention of a diverse intellectual mix of faculty, staff, and students including those from underrepresented groups. The campus strives to provide a positive candidate experience and to assure a transparent and competitive process in compliance with federal and state laws and university policy, for hiring the most qualified candidate at WSU Tri-Cities.

POLICY

Campus recruitment will follow all WSU policies regarding faculty and staff recruitment as outlined in the Business Policies and Procedures Manual (BPPM) chapter 60: [Pre-employment guidelines 60.08](#); [recruitment & selection of faculty personnel 60.11](#); [Recruitment & Selection of Administrative Professionals 60.17](#); [Recruitment & Selection of Classified positions 60.18](#). All campus recruitments will utilize the HRS recommended assessment tools and checklists available at <https://hrs.wsu.edu/managers/recruitment-toolkit/>.

PROCEDURE

In addition to the WSU policies regarding faculty and staff recruitments as outlined above, WSU Tri-Cities recruitments will adhere to the following:

Selection of Search Chair and Search Committee:

- The Appointing Authority for the unit will review and approve search committee members recommended by the hiring manager/supervisor.
- The search committee will be comprised of campus stakeholders with the chairperson (with most members) outside of the unit that is recruiting, except for faculty search committees.
- There will be a minimum of three search committee members in addition to the chair. Additional committee members, including outside constituents are acceptable and must be approved by the Appointing Authority.
- The search committee chairperson, selected by the appropriate Appointing Authority, and search committee will be selected and confirmed before the recruitment is entered into Workday by the HR Partner.
- A written communication (memo or e-mail) to the search committee chair and members outlining the charge for the committee will be provided by the appointing authority prior to the beginning of the search.

Search Chair and Search Committee Training Requirements:

- The chair of the search committee is responsible for ensuring all members have completed the required university training including reviewing the recruiting processes with external search committee members. Refer to links end of document for more information.
- Each chair and search committee members will complete search committee training or faculty recruitment (available through Skill Soft) prior to the first search committee meeting or have completed the training within the previous 12 months prior to serving.
- The search committee members will also complete the “Implicit Bias” training available in the Recruitment Toolkit

Search Chair and Search Committee Roles and Requirements:

- The designated committee members will screen candidates meeting the qualifications as outlined in the advertised recruitment. Hiring managers, supervisors, and committee chairs will not preselect or pre-screen candidates.
 - For Civil Service and Administrative Professional positions, the search committee will conduct the first round of candidate screening/interviews. The committee will then provide ranking scores, and comments along with the top number of candidates requested/identified (3,5, etc.) to the hiring manager for review or additional interviews.
 - Faculty search committees will follow processes outlined by Academic Affairs and the specific college, depending on the type of faculty position recruited.
- The search committee is responsible for developing interview questions. Interview questions are to be submitted to HRS at tricity.hrs@wsu.edu with a minimum 48 hours to review. The final, approved questions are to be returned to the search committee with a minimum of 72 hours prior to the first interview.

Hiring Manager Roles and Requirements:

- The hiring manager will interview the final candidates, conduct, or work with the search committee to obtain professional references and confer with the appointing authority to determine the successful candidate.
- At the direction of the appointing authority, the hiring manager may extend a verbal offer of employment subject to the terms identified in the recruitment. Any exceptions must follow appropriate approval guidelines ([BPPM 60.12](#) and [60.18](#)).

The campus recruitment policy supports all federal and state laws and WSU policies pertaining to the equitable recruitment and treatment of all qualified candidates in [BPPM 60.11](#), [BPPM 60.17](#), [BPPM 60.18](#), [EP 12](#), [EP 15](#),

Executive Policy 12 [Equal Employment Opportunity and Affirmative Action Policy](#)

Executive Policy 15 [Policy Prohibiting Discrimination and Harassment](#)

BPPM 60.08 [Preemployment Inquiry Guidelines](#)

BPPM60.11 [Recruitment and Selection of Faculty Personnel](#)

BPPM 60.12 [Administrative Professional Salary Determination and Adjustment](#)

BPPM 60.17 [Recruitment and Selection of Administrative Professional Personnel](#)

BPPM 60.18 [Recruitment and selection of Classified Positions](#)

[Managers Recruitment Toolkit](#)

[Search Committee Training](#)

Timeline:

Process	Stakeholder	Review Date
Originator Submission	Debra McCormick	January 11, 2021
First Review	Cabinet	January 20, 2021
First Review	Leadership Council	February 26, 2021
Public Comment	Campus Community	April 19, 2021 – May 19, 2021
Second Review and Approval	Leadership Council	June 30, 2021
Second Review and Approval	Cabinet	June 21, 2021
System Approval	System HRS	July 13, 2021
Policy Finalization		July 27, 2021
30-Day Review		August 31, 2021
60-Day Review		September 30, 2021
90-Day Review		October 31, 2021
3-Year Review		July 2024