

# WSU Extension Recruitment for Classified/AP

---

## PART 1 – Recruitment Details

Name of person requesting the recruitment: \_\_\_\_\_

What is this recruitment request for? Choose one option from the following:

- New Position       Vacancy, no changes to position       Vacancy, changes needed to position

Position number (vacancy only): \_\_\_\_\_

Employee Type:     AP     CS

University Title: \_\_\_\_\_

Working Title: \_\_\_\_\_

Name of supervisor for this position: \_\_\_\_\_

Supervisory Org #: \_\_\_\_\_

Enter the FTE for this position in the table below. If the FTE is funded with more than one work tag, enter the percentage and funding source. Total FTE percentage = 100%.

FTE %	Funding work tag for each FTE %

Position term (months): \_\_\_\_\_ Desired salary (AP only): \_\_\_\_\_

Desired start date: \_\_\_\_\_ Estimated end date: \_\_\_\_\_

Appointment Status:  Permanent     Temporary position

Work Location/County: \_\_\_\_\_

Department: \_\_\_\_\_

Department website link: \_\_\_\_\_

---

## PART 2 - Advertising Questionnaire

When do you wish to advertise (minimum of 2 weeks for AP and 1 week for CS)? Please choose one of the options below:

- Open until filled (will have a “screening begin date” where applications are released to search committee but the position remains posted and continues to solicit applications. All applications received while the position is open must be reviewed and considered, even if you have already identified a candidate.

After the position is posted, when would you like to begin screening the applicants?     2 weeks     3 weeks     4 weeks     other

Hard close date. Posting goes offline on close date and additional applications are not accepted. Position can be reposted if no qualified candidate is found in first pool.

**Provide preferred closing date** (may be adjusted depending on posting date) \_\_\_\_\_

Advertising outside of WSU is the search committee chairs' responsibility. See the following link for list of venues: <https://hrs.wsu.edu/managers/recruitment-toolkit/outreach-tools/>.

---

### Part 3 - Search Committee (provide names and email addresses for members)

**Committee Chair** \_\_\_\_\_

**Member 1** \_\_\_\_\_

**Member 2** \_\_\_\_\_

**Member 3** \_\_\_\_\_

**Member 4** \_\_\_\_\_

---

### Part 4 - Comments

---

### Part 5 - Outline of Recruitment Process

- Develop position description and return to EBOT along with the details listed below:
  - Funding Source
  - Desired salary level
  - FTE %
  - Target hire date
  - Supervisor/Location
- PD/Hiring Request is submitted to college and HRS for review and approval (~1-3 weeks)
- Position is advertised and applications collected. (Typically, ~2 weeks)
- Applications are released, committee reviews and requests interviews (varies dependent on committee)
- HRS approves interviews (~1-2 days)
- Interviews are conducted by committee (varies dependent on committee)
- Committee selects final candidate(s) for background check
- Background check is initiated by HRS (~1-3 weeks)
- Offer/negotiations between search chair/supervisor and candidate (start date needs to be at least 2 weeks out to allow time for processing) (~1-3 days, longer if salary increase is requested)

#### **New Hire Reminder**

- Compliance with vaccination policy required
- I-9 to be completed on employee's first day of work