
PART 2 - Advertising for WSU Jobs site

Do you wish to advertise the minimum of 2 weeks for AP and 1 week for CS)? Y N

If no, provide preferred closing date (may mm/dd/yyyy
be adjusted depending on posting date)

Advertising outside of WSU is the search committee chairs' responsibility. The following link on HRS website provides a great resource for a list of venues:

<https://hrs.wsu.edu/managers/recruitment-toolkit/outreach-tools/>

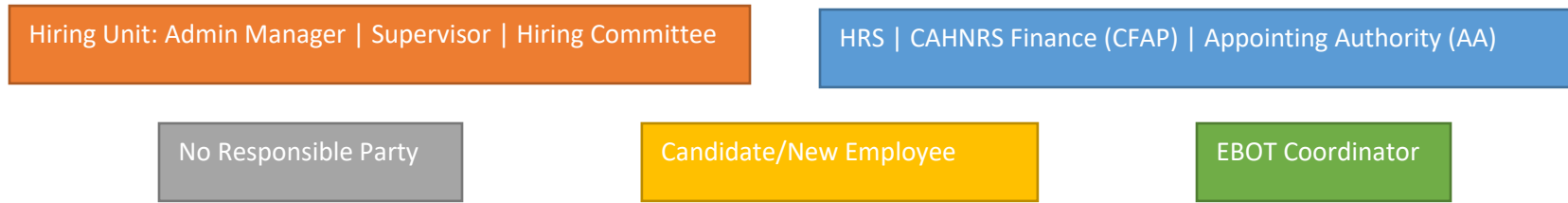
Part 3 - Search Committee (provide names and email addresses for members)

Committee Chair _____
Member 1 _____
Member 2 _____
Member 3 _____
Member 4 _____

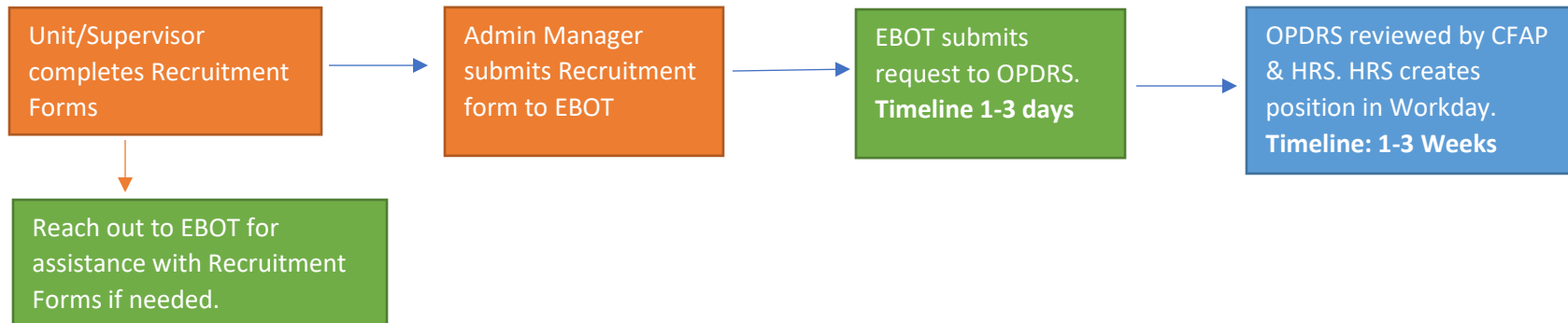
Part 4 – Justification for position

Extension Business Operations Recruitment Flowchart – New Recruitment Administrative Professional & Civil Service

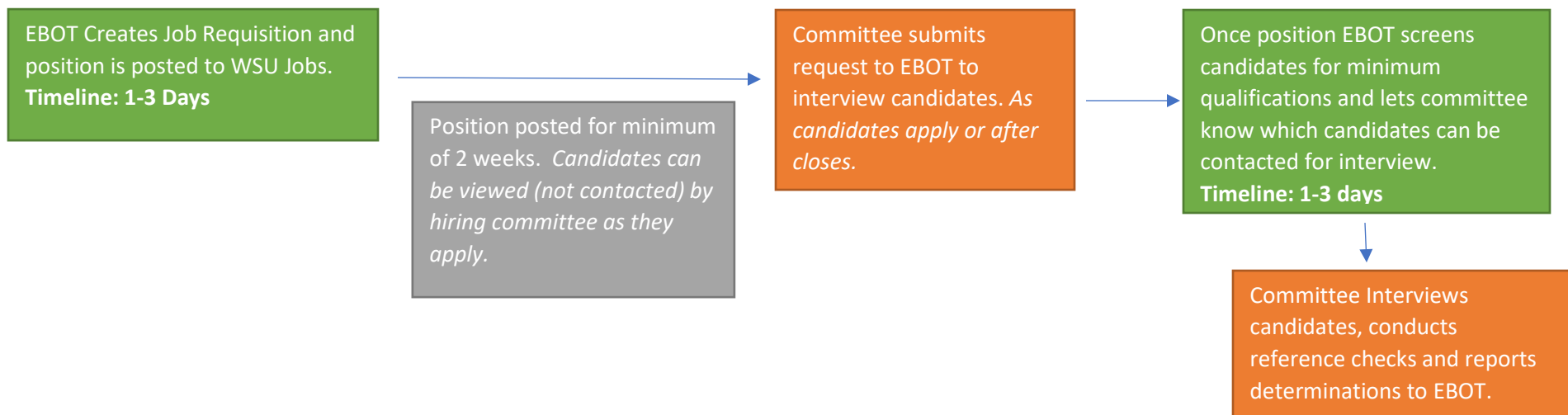
Responsible for action:



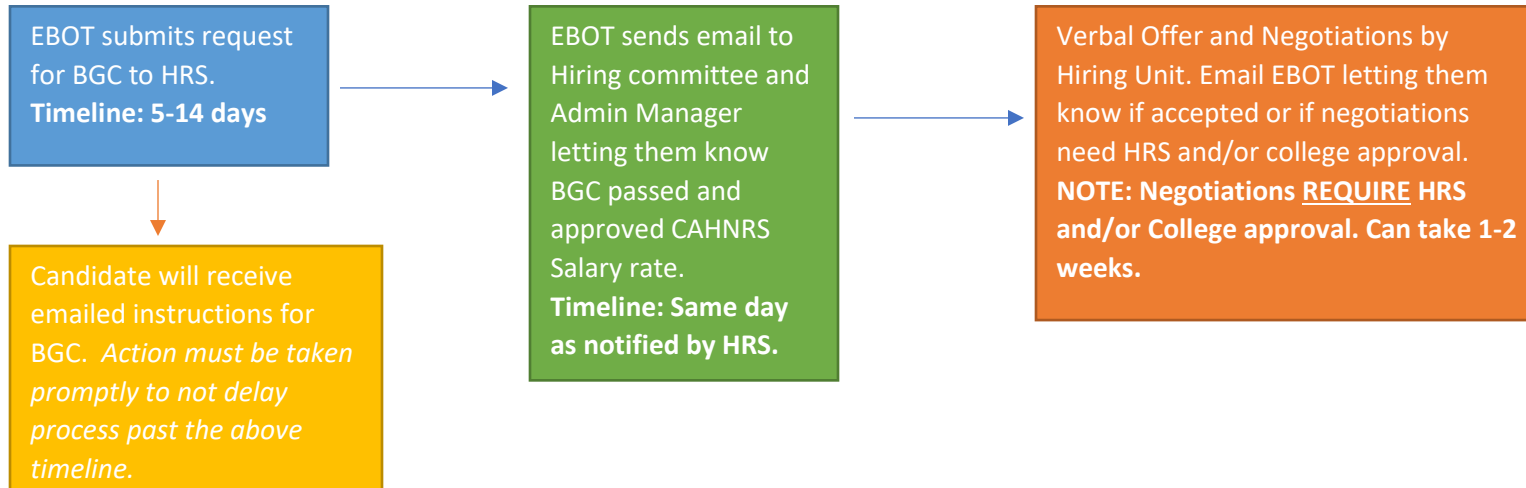
Step 1: Develop Positions, Unit approval, College approval, and HRS approval.



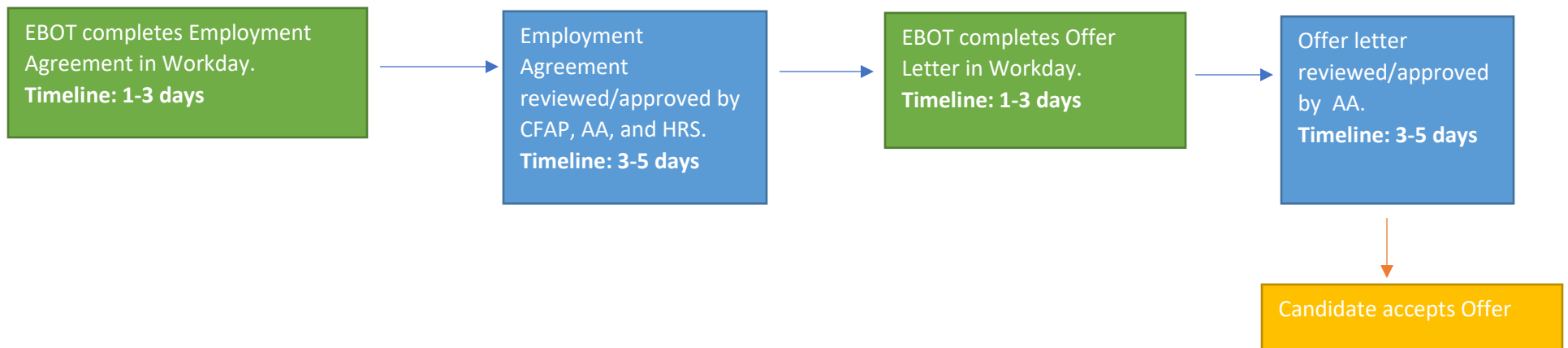
Step 2: Job Requisition, Posting, Screening, and Interview.



Step 3: Pre-Hire (Background Check, Verbal Offer, Negotiations)



Step 4: Hire (Employment Agreement and Offer Letter)



Step 5: Hire (System Set Up, I-9, Payment Elections, etc.)



Congratulations your new hire is ready to work with WSU!

Step 6: EBOT Final Steps

EBOT dispositions candidates and close job requisition.