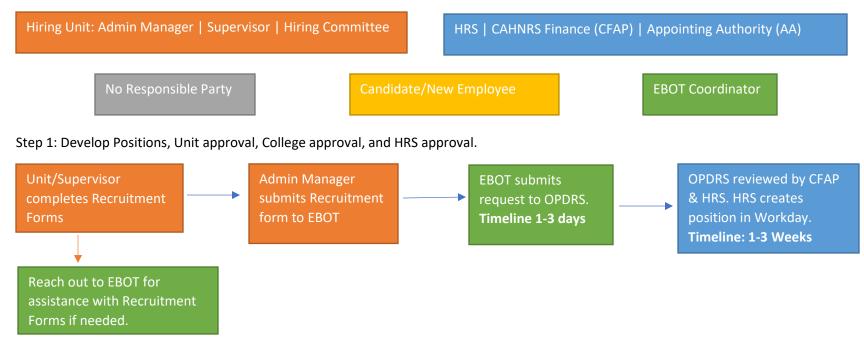
## **WSU Extension CS/AP Recruitment**

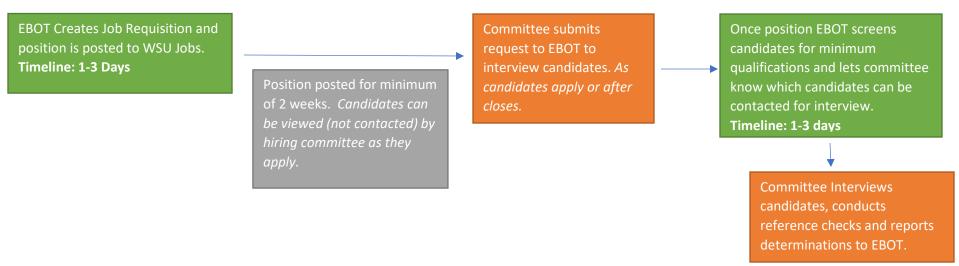
PART 1 – Recru	itment Details			
Name of person re	equesting the recruitm	nent:		
What is this recrui	itment request for? Ch	oose one option from the	following:	
New Position	Vacancy, n	o changes to position	Vacancy, changes need	ed to position
Position number	(vacancy only):		Employee Type:	AP CS
Name of supervisor for this position:			Sup Org #:	
University Title:				
Working Title:				
Position term (r	months):	_ Desired Salary (AP o	nly):	
Appointment Sta	atus: Permaner	nt Temporary	FTE:	
Desired start da	ate: mm/dd/yy	Estimated end date:	mm/dd/yyyy	
Work Location/	County:	Depa	artment:	
Department wel	bsite link:			
Background Ch	eck Funding:			
(Note: If no fundi	ng is listed, it will be cha	arged to the FTE work tag	g listed below)	
		ble below. If the FTE is t tal FTE percentage = 10	funded with more than one w 10%.	ork tag, enter
FTE %	Funding work tag for	or each FTE %		

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 $\square$ N $\square$
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

## Responsible for action:



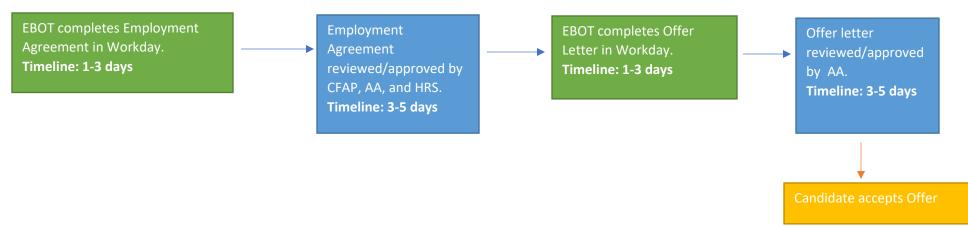
Step 2: Job Requisition, Posting, Screening, and Interview.



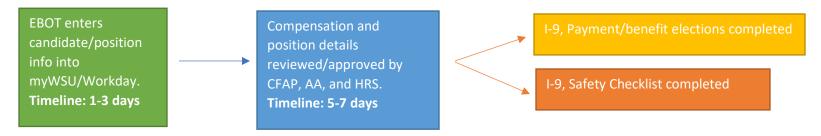
Step 3: Pre-Hire (Background Check, Verbal Offer, Negotiations)



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.