Hiring Process Steps – Professional Staff, New Position

1. Create Job Description

   **Hiring Manager** creates a Job Description, which includes the following:
   - Position purpose – brief summary of nature and level of work performed.
   - Position complexities – most demanding aspects of the position.
   - Position impact on unit/department/UW.
   - Position’s major duties and responsibilities with % time spent on each.
   - Required qualifications – education & work experience.
   - Desired qualifications.

2. Create Position in Workday

   **HR Partner** creates a position in Workday as well as a Professional Staff Position Description (PSPD) form (uploaded when creating the position) based on the job description and the following:
   - HR Partner works with Compensation Office to determine appropriate Workday Job Profile (Payroll Title) and to ensure that the Hiring Manager’s target salary is within the profile’s salary range.
   - Hiring Manager determines whether position should be designated as Security/Safety Sensitive, which requires a criminal background check.

3. Create Requisition in Workday

   **HR Partner** creates a requisition in Workday from the approved position, including filling out a recruiting questionnaire (posting duration, proposed salary, limits to candidate pool, etc.) The web posting is automatically populated into the requisition from the position, but may be edited as desired, including adding a priority application date. Once approved, the requisition will be integrated into UWHires.

4. Recruit in UWHires

   - Job is posted on the UW employment website by our Employment Specialist.
   - Resumes are screened and forwarded by the Employment Specialist to the Hiring Manager’s UWHires Workbench approximately once per week.

5. Make the Offer

   - Once the final candidate is selected, the **HR Partner** will request approval to make an offer at the proposed salary.
   - Once the proposed salary offer is approved by the Employment Specialist, an offer may be made to the candidate. For Security/Safety Sensitive positions, make the offer contingent upon a successful criminal background check.