Centralized Recruitment Process

(University Staff)

**Key**

- **Dept/Division Responsibility**
- **OHR Responsibility**
- **Applicant Responsibility**
- **OED Responsibility**

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**Initiate Position Vacancy through JEMS CHRIS.**

**Position Description Approved by Division**

**Position description approved by OHR (if non-delegated)**

**BC Multi-shift transfer process (If Applicable)**

**Dept/Division Input**

**OED Input**

**Centralized Position Continually Advertised via Centralized Position Advertising Plan (OHR)**

**Application and Min. Requirement Screening are Submitted to OHR**

**OHR Screens Out Applicants That Do Not Meet Minimum Requirements & Notifies Those that Do**

**Dept/Division Requests Pool**

**Dept/Division Moves Selected Applicants through Hire**

**DEPT/DIV Communicates with Applicants/Candidates**

**OHR Responsible for Sending EEO Info to OED**

**OHR Screen Out**

**OHR Maintains a Pool of Minimally Qualified Applicants Ordered by Date**

**OHR Provides a Pool of Minimally Qualified Candidates to Dept/Division for Secondary Screen**

**OHR Communicates with Disqualified Applicants**

**Applicants drop off list at 6 months**

**Dept/Division Sends Disqualified Applicant a Notice that they can Reapply with Additional Quals**

**Marked as Being Sent to Dept/Division, Never Resent Unless Division Requests**

**Dept/Division Contacts Candidates to Schedule Interviews**

**Dept/Division Conducts Interviews and Selects Most Qualified Candidates**

**Application can Reapply with Additional Quals**

**Dept/Division Notifies OHR if Candidate Should be Returned to Pool**

**Dept/Division Completes Close Out Process**

**Division enters hire into JEMS CHRIS-HR & pushes to HRS**

**OHR Responsible for Sending EEO Info to OED**

**OHR Closes Recruitment**

**Revised 4/18/17**

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**Talent Recruitment and Engagement**

**Office of Human Resources**

**University of Wisconsin-Madison**