Campus WyoCloud Recruiting Users

In an effort to offer improved customer service and turn-around-times for HR recruitment-related tasks, we want to provide Hiring Managers and campus users with the following update:

HR Recruiters have centralized all administrative tasks. Effective immediately, please provide recruiting related communications to recruit@uwyo.edu. To ensure your communication is handled efficiently, please ensure you title the subject of the email with the Requisition Number and the appropriate Actionable item. (Examples include: "212333 Screening Matrix Review"; "213442 Final Matrix"; "225441 Request for Offer"; "222651 Verbal Offer Acceptance")

Additionally, updated turn-around-times and processes related to certain tasks are provided below to offer transparency until we are fully staffed. Please know that while we transition to the new, centralized processing model, there will be a temporary delay in posting any new requisitions from 5/9 until 5/13. Direct Hire requisitions with start dates during that week will be prioritized and processed, Hiring Managers will need to reach out to HR recruiting to let us know. Please note the business process updates regarding interview questions, matrices and verbal offers. To ensure searches move forward in a quick and efficient manner, formal HR approval will not be required to proceed. Keep in mind, HR will continue to review all search documentation to ensure proper information has been captured, that it contains sound justification and all inclusivity requirements and initiatives are met. HR will provide any updates or recommendations within a reasonable timeframe, which will continue to be 3-5 business days.

- **Draft Requisitions** can be expected to be reviewed and submitted for approval or contact made with the Hiring Manager/Hiring Manager Assistant for corrections and clarifications within 2-3 business days.
- Requisitions that have been approved and are in the **Job Formatting** status can expect to be posted within 1-2 business days.
- **Final Lists** and Candidate Lists for requisitions that have closed or reached the minimum posting period will be sent within 1-2 business days of the expiration date or the noted candidate review date on the job.
- **Screening Matrices** need to be sent to HR for review but no approvals are required at this stage. Searches may move forward scheduling first round interviews after emailing the interview matrix to HR. Please note, after reviewing the matrix, a recruiter may make recommended updates, edits and/or ask you to include additional candidates to interview within a reasonable time frame.
- **Interview Guides/Questions (for all rounds of interview**) need to be sent to HR prior to each formal interview completed. Questions do not need to be approved, however, the recruiters will be available should you need help coming up with questions or creating questions to help you determine the top candidates. For rounds where candidates are brought in for campus visits and/or presentations, etc., no list of questions will be required, but please keep your recruiter apprised of the manner in which the search is progressing, so appropriate notes can be made on the requisition.
- **Interview Matrices** need to be sent to HR for review but no approvals are required at this stage. Searches may move forward scheduling additional interviews after emailing the interview matrix to HR. Please note, after reviewing the matrix, a recruiter may make recommended updates, edits and/or ask you to include additional candidates within a reasonable time frame. ***It is highly recommended that Reference Checks be initiated at the Screening or Interview stage of a search to save time and provide helpful information to the Hiring Manager prior to final candidate selection***
- **A Verbal Offer** may be provided to the noted top candidate once a matrix is provided to HR noting the indicated top and ranked candidate(s). Verbal offers are contingent upon acceptable reference check and/or background check results. Verbal offers for salaries above the mid-point (for staff) and the approved allocation from AA (for faculty positions) must be approved by the appropriate VP/Appointing Authority **before** making the verbal offer.
- **Final Matrices** that are submitted can expect review prior to the written offer being finalized. Please note, after reviewing the matrix, a recruiter may make recommended updates, edits and/or ask you to include clarifying details.

- **A Background Check** will be initiated in the system after the hiring manager has confirmed the candidate has accepted the verbal offer.
- **Drafted Offers** will be reviewed and submitted for approval or contact made with the Hiring Manager/Hiring Manager Assistant for corrections and clarifications within 24 hours.
- **Approved Offers** for benefited hires will be extended within 24 hours. Non-benefited will be held until required pre-employment checks are initiated at which time they will be Extended, Accepted, and Moved to HR for processing.
- **Accepted Offers Moved to HR** will be completed within 48 hours so long as the start date is within 2 weeks (30 days for Faculty hires).

While we work through current requests and towards a manageable workload, HR Recruiting will prioritize job offers and wrapping up current searches in the interview stage or later. Happily, we are currently working to bring on 3 full-time benefited recruiters and 2 part-time recruiters to fill current vacancies in this unit in the next couple weeks. We appreciate your patience and understanding while we centralize administrative processes for recruitment, as well as bring new employees onboard and up to speed.

If, during this time, you have an immediate need, please call the HR front desk to leave an urgent message for a recruiter to follow up with expediently at 307-766-2377.