

UW FACILITIES RECRUITMENT GUIDE

STEP 3: JOB POSTING and RESUMES

JOB POSTING

The Central HR Employment Specialist continues the process by posting the position on the web. The posting period is usually for two weeks. The department posts the job announcement in the designated department areas.

If this is a new position, the Central HR Employment Specialist will forward the requisition to Compensation for review and classification determination prior to posting the position.

For classified staff positions, at the end of the posting period, the Central HR Employment Specialist will screen the applications and send the resumes of the top applicants meeting the requirements to the Hiring Manager. The Hiring Manager will review all the resumes and narrow the selection to those applicants who best meet the position qualifications. From that group, the Hiring Manager will determine who is to be interviewed. Note: If there are regular monthly employees who are covered by a collective bargaining agreement (SEIU, WFSE) in your applicant pool, at least one must be interviewed. See applicable collective bargaining agreement for specifics.

For professional staff positions, during and/or at the end of the posting period, the Central HR Employment Specialist will forward all resumes to the Hiring Manager without screening the resumes. The Hiring Manager will review all the resumes and narrow the selection to those applicants best meeting the qualifications and then determine which applicants will be interviewed.

RESUMES

In reviewing an applicant's resume, consider how their qualifications compare with the job requirements, job duties and responsibilities.

Key factors to consider:

- meets requirements as stated in the job posting;
- number of years of applicable experience;
- applicable education;
- meets desirable qualifications as stated in the job posting.

Secondary factors to consider:

- incomplete applicant address, telephone number, and employment dates;
- gaps in employment history;
- errors, including spelling, grammar, typos, etc.;
- objectives do not match the position.