

**University of Washington Department of Otolaryngology-HNS
 Policy and Procedures**

Title: Staff Recruitment/Hiring Policy Number: 4.1
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Key Words: Contract, Classified, Professional, Temporary, Staff, Hiring, Recruitment, Job Description, Interviewing, Reference Check, Onboarding, Student, Hourly, Manager

Key Position(s):
 Contract-Classified, Temporary, Professional Staff, Student

Purpose:
 To clarify department recruitment/hiring processes for staff.

Responsibilities:

Role	Responsibility
Supervisor/Hiring Manager	The supervisor/hiring manager is responsible for clarifying the position responsibilities and qualifications and sending a draft job description to the HR Manager for review.
HR Manager/HCM2	The HR Manager and or/HCM2 will work with the Supervisor to complete the required paperwork and submit the position into Workday for approval. HR, in partnership with the Supervisor, will manage the recruitment, hiring, and onboarding processes.
Director	The Vice Chair of Admin/Finance will review the position in Workday.

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Policy:

Oto-HNS must follow SOM, UW, and WA State employment policies/regulations. This department SOP will define how we can most efficiently hire the right people for the right positions at the right time.

Procedures:

Job Description and Recruitment

1. Supervisor / Hiring Manager (HM) contacts grant manager (if position is grant funded) to determine if there is funding for a new position.
2. HM determines the duties and qualifications for the new position.
3. HM contacts OTO HR Team to help determine the following:
 - a. Appointment type; temporary vs. permanent
 - b. Classification; hourly vs. classified vs. professional staff
 - c. Workday org assignment
 - d. Payroll title; based on job duties
 - e. Grade (professional staff only)
 - f. Salary range
 - g. Desired start date
 - h. OTO HR will identify if any other forms or additional information may be required
4. HM assembles draft job description (JD). Please see attached. Contact OTO HR for sample descriptions if necessary.
 - a. Search [UW job site](#) for similar job titles to view current examples across the University.
5. HM submits Job Description to otohr@uw.edu for review and approval. OTO HR will reach back out with questions and any additional forms that may need to be completed.
6. OTO HR will review and submit the position for approval. If any questions arise during review from central employment/compensation, OTO HR will liaise with HM.
7. When the position is formally approved by UW HR and UW compensation, a preview link of the job posting is sent to OTO HR.
8. OTO HR sends the preview link to the HM for approval prior to posting on the UW Employment website.
9. Once approved, the position is formally posted to UW Employment website (UWHIRES).
10. After posting the position for a minimum of 1 week, OTO HR will email resumes to HM when available. HM is responsible for: overseeing the application review, [interviewing](#), [reference check](#), final candidate selection, contacting OTO HR to determine salary offer, making offer and initiating hire. Please see the candidate selection section of this document for more details.

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11. OTO HR will send a new hire letter, job description and onboarding materials to the candidate. A signed letter and job description will be saved in the new employee's personnel file.
12. HM will work with department admin/CSS to arrange a computer, if needed.
13. New hire will be processed in Workday. HM should follow-up with OTO HR close to the start date to confirm the hire process is complete.
14. Notify OTO HR and costing allocations coordinator to assign cost center(s) to salary.
15. HM/Supervisor is responsible for onboarding the new staff member, which includes reviewing the onboarding checklist with the employee and making sure they complete I-9 verification within the first 3 days of employment.

Candidate Selection:

Reviewing Resumes:

OTO HR will send resumes to the Hiring Manager to review. The HM is responsible for reviewing applicants and setting up interviews. The hiring manager should keep a record of applicants who are screened and/or contacted for interviews.

Interviewing:

Interviews are your opportunity to ask qualified candidates relevant questions regarding their skills and to sell the position. As a hiring manager or interview panelist, you are responsible for following federal and state employment laws and [University Administrative Policy 46.1](#) on unfair pre-employment inquiries. [Read more](#)

If you'd like more guidance on conducting interviews, please reach out to otohr@uw.edu

***Note on asking about salary/wage history - employers are prohibited from:

- Asking an applicant for wage or salary history;
- Asking an applicant's current or former employer wage or salary history;
- Requiring an applicant's prior wage or salary meet certain criteria, e.g., meet a certain level or threshold.

The law also requires employers to:

- Provide the minimum wage or salary for the position if asked for by the final candidate after the job offer has been extended;
- Provide the minimum wage or salary for the new position when an internal employee asks and is offered a promotion/demotion/transfer;

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- Provide the minimum wage or salary expectation set by the employer prior to posting the position, making a position transfer, or making the promotion if no wage scale or salary range exists.

Reference Checks:

Reference checks are required prior to hiring an applicant, regardless of the position or whether the candidate is an internal or external applicant. [Read more](#)

Please ensure your hiring managers are following the [reference check guidance](#) including seeking references on internal employees.

Two-step reference check process for current and former UW employees

Step 1: When the finalist for a position is a current or former UW employee, you must obtain a reference from the candidate's current (or most recent) UW supervisor. If the immediate supervisor is unavailable or if the employee asks that you not contact their current UW supervisor, you should request help from OTO HR.

Step 2: Contact your HR consultant to request a [review of the candidate's official personnel record](#). Your HR consultant will provide a summary of any documented performance or employee relations issues that occurred within the last three years of the candidate's employment at the UW.

Providing references for [internal hires](#)

UW supervisors must provide other UW hiring officials (including hiring managers from other UW-affiliated entities) accurate and verifiable (e.g., documented in a performance review, correspondence, etc.) information concerning job performance, experience, and other qualifications for the purpose of evaluating a current or former UW staff member for another University or UW affiliate position.

Salary Offer:

Depending on the job classification, you may have limited negotiating room on salary. Once you have a final candidate selected, contact otohr@uw.edu to receive salary offer approval before making a salary offer.

A salary offer MUST be approved before extending it to a candidate. A verbal offer may be made only if the HM includes the statement, "this offer is subject to completion of a satisfactory background check."

Applicable Documents and Files:

OTO Hiring Manager Guide

Oto JD Template

Review Date History: 1/25/2022

Appendix II: Job Description Template

PAYROLL TITLE:

WORKING TITLE:

DEPARTMENT: Otolaryngology - HNS

SUPERVISOR:

FTE:

SALARY RANGE:

PREFERRED START DATE:

TEMPORARY OR PERMANENT POSITION:

POSITION PURPOSE

This paragraph should consist of a broad outline of the position's responsibilities and characteristics. It should briefly summarize why the position exists and how it fits into the department/hiring unit's overall operations.

POSITION COMPLEXITIES

This section should briefly describe the most demanding/difficult aspects of the position including any unique aspects that add complexity (supervising remote employees for example).

POSITION DIMENSIONS AND IMPACT TO THE UNIVERSITY

Briefly describe this position's impact on its work unit, department, program or project, and the University as a whole. Provide information that indicates the magnitude of the position's impact, such as: Number and size of budget(s) the position is responsible for developing or overseeing; Number of students or customers for whom the position provides services.

DUTIES AND RESPONSIBILITIES

Provide a bulleted list all major or critical duties, including those performed infrequently that are important to the position's function. Exclude minor or incidental tasks. Understanding the job duties performed and percent time devoted to them is key to the Compensation Office being able to properly evaluate the position. Please break into categories and assign percentage effort to each. Example:

Research Duties -60%

- Bullet1
- Bullet2
- Bullet3

Administrative Responsibilities – 30%

- Bullet1
- Bullet2
- Bullet3

Other Duties - 10%

- Bullet1
- Bullet2
- Bullet3

SUPERVISORY RESPONSIBILITIES

Describe the position's responsibilities for supervising staff.

MINIMUM QUALIFICATIONS

This is how applicants will be screened. Please provide a bulleted list of all minimum requirements. Specifically state the education level/specialty and the number of years of work experience needed.

Include below statement if accurate:

Equivalent education/experience will substitute for all minimum qualifications except where there are legal requirements such as license/certification/registration.

DESIRED QUALIFICATIONS

Bulleted list of all qualifications you'd like the candidate to have.

WORKING CONDITIONS

Bulleted list of working conditions. Common examples:

- Typical office setting
- This position requires the ability to work a flexible schedule to meet deadlines as needed.
- May be required to lift/move objects up to 40lbs