

Name: _____

NON-ACADEMIC RECRUITMENT PRE-TEST

The purpose of this assessment is to identify areas of training emphasis. Please circle the correct answer.

1. All jobs must be posted in WSU's Online Hiring System (OHS).	True	False
2. Prior to posting a non-academic represented position, it is necessary to determine if any bargaining unit members are eligible for recall.	True	False
3. When using Method II hiring practices, the only necessary documentation for Labor Relations is a grid indicating each applicant's background as it relates to job requirements.	True	False
4. There is a standard recruitment advertising template available for all externally communicated WSU positions.	True	False
5. HR screening must be conducted within 48 hours after the posting close date for AFSCME, P&A, Staff Association and non-represented clerical positions.	True	False
6. For each of the below responsibilities, circle the title of the individual who will take a lead role in performing it. <i>Key: Talent Management Coord (TMC), Hiring Manager (HM), Business Manager (BM), Academic Personnel (AP), and Office of Equal Opportunity (OEO)</i>		
a. Review requisition and provide approval	TMC / HM / BM / AP / OEO	
b. Conduct search process	TMC / HM / BM / AP / OEO	
c. Screen non-academic represented applicants	TMC / HM / BM / AP / OEO	
d. Review academic offer letter packet and provide approval	TMC / HM / BM / AP / OEO	
e. Conduct initial WSU new hire orientation	TMC / HM / BM / AP / OEO	
f. Provide guidance for the academic search process	TMC / HM / BM / AP / OEO	
g. Create, review and post requisition	TMC / HM / BM / AP / OEO	
h. Maintain requisition	TMC / HM / BM / AP / OEO	
i. For positions that do not currently exist, establish position through TCW or Provost	TMC / HM / BM / AP / OEO	
j. Review the hiring recommendations and disqualification memos prior to job offer extension	TMC / HM / BM / AP / OEO	
k. Extend initial job offer	TMC / HM / BM / AP / OEO	
l. Provide job offer documentation	TMC / HM / BM / AP / OEO	
m. Complete post hire details for academic positions	TMC / HM / BM / AP / OEO	
n. Complete post hire details for non-academic positions	TMC / HM / BM / AP / OEO	
o. Complete post hire details for research positions	TMC / HM / BM / AP / OEO	
p. Conduct Department orientation	TMC / HM / BM / AP / OEO	