Candidate Review and Interviewing **UW Hires Job Posting** Job Offers and UW Hires Dispositioning **CAS Administrative Support** Declines ----- Accepts -----Team: HR and Payroll 15 Candidate **Staff Hiring** Accept Offer Counters **Best Practices** Swimlane Reviews Candidates and Submits "Department entifies Top Group fo Hire (pre-Hire)" Workflow If no preferred candidates are Interview Disposition For the Top identified, the job may need Candidate in UW Hires to be reposted in UW Hires. In order to access UW HIRES, hiring managers must first As of December 2024 Conducts Interviews complete trainings on implicit bias and record keeping in the It is best practice to enter hiring process. These courses For more information disposition codes throughout the can be found on UW HR's on recommended hiring process to ensure your **LEGEND Trainings for Hiring Managers** interviewing candidates have timely updates on practices, visit <u>UW</u> <u>page</u>. their application status. HR's resources on 17 interviewing. Start/End Enters Disposition Codes Approves Job Posting as You (The **UW Hires Hiring** for Remaining Applicants Activity/Task **Department**) in UW Hires Manager Extends Offer to Candidate Conducts Reference Checks for Top Alternate Path — — — Candidates Confirms Start Date Submits the "Request Approval for Offer" Disposition for Top Candidate in UW Hires Once the hire 12 pushed to Workday, the **Approves Department Dean's Office** The job Staff Hire Offer in UW Hires description <u>approval</u> posted to UW process Hires is developed resumes. during the Create Position workflow. Runs Background 13 Pushes Hire into Checks Workday Reviews Applicants for **Pushes Qualified UW Human** Creates Job Posting Submits Job Posting Approves Department Minimum Qualifications Applicants to UW Hires Posts Job in UW Hires Preview in UW Hires Preview for Review Offer in UW Hires Resources (HR) When Job Post Closes Manager Workbench **ADMINISTRATIVE** Requests Confirmation SUPPORT TEAM of Start Date UNIVERSITY of WASHINGTON College of Arts & Sciences