

Requirements for Posting a Position



Wis. Stat. § 230.16

INSTRUCTIONS: The following information is required prior to the job announcement being posted. If you have any questions or need additional guidance or clarification, please contact your assigned State Human Resources (SHR) Recruitment Specialist.

SECTION 1 POSITION INFORMATION (to be completed by HR)	
CLASSIFICATION	POSITION NUMBER
SALARY AND SALARY CONSIDERATIONS	
SECTION 2 POSITION INFORMATION (to be completed by hiring supervisor)	
DIRECT SUPERVISOR OF THE POSITION	PRIMARY CONTACT (if different from direct supervisor)
IS THERE A WORKING TITLE FOR THIS POSITION? ☐ No ☐ Yes, please provide:	
WILL THERE BE MULTIPLE POTENTIAL HEADQUARTER LOCATIONS? ☐ No ☐ Yes-describe in the headquarter location(s) field below, keeping in mind that every potential location must have an identified workspace.	
HEADQUARTER LOCATION(S)	
IS TELEWORK AVAILABLE? (AFTER MEETING POLICY REQUIREMENTS) ☐ No ☐ Yes (Select one box below) ☐ Regular and Recurring ☐ Situational ☐ Both	
Please see the _____ for additional information regarding telework.	
DOES THIS POSITION REQUIRE TRAVEL? ☐ No ☐ Yes- What percentage of the position requires travel? Where on the position description is this requirement reflected? Indicate specific task statements (i.e., A.4, B.6) that require travel.	
DOES THIS POSITION REQUIRE OVERNIGHT TRAVEL? ☐ No ☐ Yes - how often?	
WHAT IS THE WEEKLY SCHEDULE? Days and Hours: Can the applicant negotiate a schedule? ☐ No ☐ Yes	
DOES THIS POSITION REQUIRE A DRIVER'S LICENSE? ☐ No ☐ Yes - Do they need to meet State Fleet Requirements? ☐ No ☐ Yes Where on the position description is this requirement reflected? Indicate specific task statements (i.e., A.4, B.6) that require a driver's license.	

DOES THIS POSITION REQUIRE A MILITARY DRIVER'S LICENSE?

- ☐ No
☐ Yes

IS A COMMON ACCESS CARD (CAC) REQUIRED?

- ☐ No
☐ Yes

ANY OTHER SPECIAL REQUIREMENTS NOT CURRENTLY LISTED ON THE POSITION DESCRIPTION?

SALARY RANGE REQUESTED

SECTION 3 QUALIFICATIONS (to be completed by hiring supervisor)

To start an open recruitment, a current PD is required. Is the PD that was submitted the most current and accurate? ☐ Yes ☐ No

Before completing the next section, you will need to work with your SHR Recruitment Specialist to develop required and preferred qualifications.

Review the PD to determine 3-4 minimal **required** qualifications/competencies for the position.

- Experience, education, training, or skills they must have in order for them to be minimally qualified for the position.
- They don't have to be exact tasks or KSA's from the PD, they can be overarching qualifications such as "management experience."
- Minimally required elements must be assessed at some point in the selection process.

Minimally **Required** Qualifications/Competencies:

Determine 3-4 **preferred** (well qualified) qualifications/competencies for the position.

- Experience, education, training, or skills are also important or would be nice for them to have, but you are willing to train on, if needed.
- They don't have to be exact tasks or KSA's from the PD, they can be overarching qualifications such as "experience managing a healthcare related program."
- These criteria will be used as an additional screening measure, if necessary, or in the content covered in the interview questions.

Preferred Qualifications/Competencies:

SECTION 4 POSTING/ADVERTISING (to be completed by hiring supervisor)**Internal Transfers**

Internal transfer applicants may be considered prior to posting the position for open recruitment. Are you interested in Yes ☐ No ☐

The _____ requires a minimum of 3 calendar days; how many days do you want it posted for internal transfers? _____ Days

Open Recruitment

Positions are required to be posted on Wisc.Jobs for a minimum of 7 calendar days; how many days do you want it posted on Wisc.Jobs? _____ Days

Outreach (Advertising)

Other sources that you would like to see the position posted? What/Where	Person responsible for posting	Unit responsible for payment (or free)

SECTION 5 RATING PANEL (to be completed by hiring supervisor)

If the rating panel member is a current state employee, they **must** be in a pay schedule/range that is the same, counterpart to, or higher than pay schedule/range of this position. Subject matter experts outside of state service such as county or federal government, retirees, or private sector colleagues may be considered, if appropriate.

Panel members are required to complete mandatory annual training. HR will ensure this requirement is completed prior to materials being given to the panel members but supervisors should also alert panel members of this requirement.

The panel members have stated that they are available and they understand the training requirement:

☐ Yes ☐ No

Rater Panel Name	Current or former State employee, retiree, other government counterpart, colleague, etc.	If panel member is not a current state employee, provide email address

A certification (cert) list is a list of qualified candidates who have passed the screening and will be invited to an interview.

In a pass/fail screening, all eligible candidates will be added to the cert list.

In a 3-point or 9-point screening, a scoring mechanism (or Cert Rule) may be used to narrow the applicant pool for interview. In these instances, five is the minimum number of persons to be interviewed and that number can be increased in increments of five (e.g. 10, 15, etc.).

Cert Rule that you would like to use:

SECTION 7 INTERVIEWS (to be completed by hiring supervisor)

If a first-round interview panelist is a current state employee, they must be in a pay schedule/range that is the same, counterpart to, or higher than pay schedule range of this position. Subject matter experts outside of state service such as county or federal government, retirees, or private sector colleagues may also be considered.

For first round interviews, it is recommended that majority of the interview panel members be in a supervisory or management capacity. Non-supervisor/management panel members must still be at the level of the vacancy or higher and be capable of lending credible perspective in judging candidates (e.g. similar classification, previous comparable employment, related education.)

Panel members are required to complete mandatory training. HR will ensure this requirement is completed prior to materials being given to the panel members but supervisors should also alert panel members of this requirement.

Round 1 Interview Panel Members:

Interview Panel Name	Current or former State employee, retiree, other government counterpart, colleague, etc.	If interview member is not a current state employee, provide email address

Interview Questions and Benchmarks for HR Approval

Behavioral and/or, in limited circumstances, situational based interview questions provide the best mechanism for a candidate to indicate their experience and expertise to ensure future success in the position. General principles of question development for behavioral based interviews include:

- Elicit examples of past behavior for use in predicting future behavior.
- Questions are not hypothetical or philosophical but rather require a candidate to provide specific, real-life examples of how they behaved or reacted in certain situations.
- Assess a candidate's competencies such as professional demeanor, interpersonal skills, character, adaptability, etc.
- Interview benchmarks must be organized in three categories: Less than Acceptable, Acceptable, and More than Acceptable. Depending on the nature of the question being asked (e.g. behavior based, technical, situational) the benchmarks may take various forms, such as "model responses", or straight-forward answers to technical questions.

Are the interview questions with benchmarks attached or have they been submitted? ☐ Yes ☐ No

(If no, please note: recruitment cannot begin until interview questions have been submitted and approved)

Are second round interviews anticipated? ☐ Yes ☐ No

Panel members are required to complete mandatory training. HR will ensure this requirement is completed prior to materials being given to the panel members but supervisors should also alert panel members of this requirement.

Round 2 Interview Panel Members:

Interview Panel Name	Current or former State employee, retiree, other government counterpart, colleague, etc.	If interview member is not a current state employee, provide email address

If second round interviews are held, HR needs to review interview questions.

SECTION 8 INTERVIEW SCHEDULING

State Human Resources will follow up with the [Interview Schedule Planning form](#).