

Requirements for Posting a Position



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	UNDERUTILIZATION
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? <input type="checkbox"/> No <input type="checkbox"/> Yes, please provide:		
WILL THERE BE MULTIPLE POTENTIAL HEADQUARTER LOCATIONS? <input type="checkbox"/> No <input type="checkbox"/> 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) <input type="checkbox"/> No <input type="checkbox"/> Yes (Select one box below) <input type="checkbox"/> Regular and Recurring <input type="checkbox"/> Situational <input type="checkbox"/> Both		
Please see the DMA Telework Policy 3.110 for additional information regarding telework.		
DOES THIS POSITION REQUIRE TRAVEL? <input type="checkbox"/> No <input type="checkbox"/> Yes- What percentage of the position requires travel?		
DOES THIS POSITION REQUIRE OVERNIGHT TRAVEL? <input type="checkbox"/> No <input type="checkbox"/> Yes- how often?		
WHAT IS THE WEEKLY SCHEDULE? Days and Hours: Can the applicant negotiate a schedule? <input type="checkbox"/> No <input type="checkbox"/> Yes		
DOES THIS POSITION REQUIRE A DRIVER'S LICENSE? <input type="checkbox"/> No <input type="checkbox"/> Yes- Do they need to meet State Fleet Requirements?		
DOES THIS POSITION REQUIRE A MILITARY DRIVER'S LICENSE? <input type="checkbox"/> No <input type="checkbox"/> Yes		
IS A COMMON ACCESS CARD (CAC) REQUIRED? <input type="checkbox"/> No <input type="checkbox"/> Yes		
ANY OTHER SPECIAL REQUIREMENTS?		
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 posting for internal transfer only? Yes No

The DMA Internal Transfer Procedure 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. Significant effort should be made to have a diverse representation (in terms of the gender, ethnicity, veteran and disability status of reviewers, when possible). 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

SECTION 6 CERTIFICATION (to be completed by hiring supervisor)

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. Interview panels should contain three panel members and be diversely composed with at least one person representing an affirmative action group, i.e. racial/ethnic minorities, women, veteran, or person with disabilities.

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.)

Round 1 Interview Panel Members:

Interview Panel Name	Current or former state employee, other government counterpart, colleague, etc.	Member of an Affirmative Action Group

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

Round 2 Interview Panel Members:

Interview Panel Name	Current or former state employee, other government counterpart, colleague, etc.	Member of an Affirmative Action Group

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