



## 1. Policy Statement

Facilities Planning and Management (FP&M) is committed to hiring the right talent to ensure that our division continues to serve a world-class institution for the physical development, construction, maintenance and safe operation of the University of Wisconsin-Madison campus. Our goal is to provide opportunities for talented people from all backgrounds to help us maintain a highly productive, welcoming, empowering, and inclusive community.

## 2. Purpose

FP&M fills vacancies through a hiring process that incorporates merit selection principles, including objective criteria to evaluate job applicants and hiring decisions. The primary objectives of this policy are: recruiting well-qualified and diverse applicant pools; assessing applicants in a timely, fair and transparent fashion; treating applicants in a customer-friendly, unbiased, fair and equitable way (consistent with university policy and state and federal laws); and selecting the best candidates. FP&M is an equal opportunity employer that hires without regard to, but not limited to, the following: gender, race, color, national origin, sexual orientation, creed, religion, age, marital status, disability, genetic information, political affiliation, ancestry, status as a veteran or disabled veteran, or other classifications protected by state or federal laws.

## 3. Definitions

**Applicant:** job seeker who has applied for a vacancy.

**Candidate:** applicant who has been deemed at least minimally qualified for the vacancy.

**Fixed-Term Finite:** An at-will University Staff appointment limited to two years or less. Position has no expectation of continued employment or renewal. Previously identified as project employee.

**Fixed-Term Terminal Finite:** An at-will Academic Staff appointment limited to two years or less. Position has no expectation of continued employment or renewal. Previously identified as project employee.

**Temporary Appointment:** An at-will position with no expectation of continued employment.

**Temporary Employee (TE):** An employee serving a temporary at-will appointment that is capped at 1,043 hours worked in 26 consecutive bi-weekly payroll periods and nonexempt under the Fair Labor Standards Act. Previously identified as limited-term employee (LTE).



#### **4. Scope**

This policy applies to all departments/sub-departments in which FP&M recruits, assesses and/or selects talent to fill non-temporary positions in the following categories: Academic Staff, Limited Appointee, or University Staff vacancies.

Outside the scope of this policy are the following employee categories: Fixed-Term Finite, Fixed-Term Terminal Finite, Temporary Employee, and Student Hourly. Please see (policy still to be drafted). Equal Employment Opportunity laws still apply.

#### **5. Procedures**

FP&M will follow the procedures recommended/required by UW-Madison Office of Human Resources (OHR), as laid out in FP&M Recruitment Assessment and Procedure documents.

UW-Madison OHR provides tools and resources to help managers complete the recruitment, assessment and selection process efficiently, effectively and in compliance with laws and policies. OHR also provides regular training on recruitment, assessment and selection.

**Failure to Comply:**

Individual recruitment will be put on indefinite hold until brought into compliance.

#### **6. References**

[Recruitment, Assessment, and Selection \(RAS\) Procedure](http://www.ohr.wisc.edu/docs/RASProcedure.pdf) (found at:  
<http://www.ohr.wisc.edu/docs/RASProcedure.pdf>)

[Recruitment, Assessment, and Selection Toolkit](http://hrdesign.wisc.edu/ras/) (found at: <http://hrdesign.wisc.edu/ras/>)



**7. Approvals and Revisions**

*Lists approval by the FP&M Associate Vice Chancellor, date of approval and any subsequent revision dates*

Signature W. M. Ely

Date: 4.26.16

**8. Contacts**

Subject	Office or Position	Telephone Number	Office Email or URL
Policy Clarification	Human Resources Director	608-262-2692	sue.fritts@wisc.edu
Policy Expert	Deputy	608-265-3444	margaret.tennessee@wisc.edu
File: P://FPM/Policies/Recruitment, Assessment, and Selection of Academic, Limited, and University Staff Employees			
Web Address for this Policy: <a href="https://fpm-www3.fpm.wisc.edu/fpm_portal/Default.aspx">https://fpm-www3.fpm.wisc.edu/fpm_portal/Default.aspx</a>			

**Next review date: One year from signing.**

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Effective Date	
Date Approved	
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