



# WISCONSIN STATE FAIR PARK HIRING GUIDE

This hiring guide provides a summary of WSFP’s hiring process as outlined in detail in the [WSFP Recruitment & Selection Policy](#). The full policy *must be adhered to* by all parties involved, but this guide is a tool to summarize the main steps of filling a position. Most action steps apply to all positions, but pay attention to arrows pointing you to steps that differ based on the position type. If any question exists, refer to the full policy or contact HR.

<b>PHASE</b>	<b>ACTION (by position type)</b>	<b>REFERENCE</b>
	<i>Permanent or Dually-Appointed LTE:</i> <i>Year-Round, Fair Planning or Fair Only LTE:</i>	
<b>Position Approval</b>  	<ul style="list-style-type: none"> <li>Complete <a href="#">Position Requisition</a> (PR) to request to fill a position</li> <li>Route PR <i>and</i> <a href="#">Position Description</a> for review and signatures based on position type</li> <li><b>WAIT! HR must approve and assign Requisition # prior to moving forward</b></li> </ul>	WSFP Recruitment & Selection Policy, Sec. V
<b>Recruitment</b>  	<ul style="list-style-type: none"> <li>Establish a Recruitment Activity Plan (RAP) with Human Resources</li> <li>Begin recruitment activities in accordance with RAP</li> </ul> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="text-align: center;"> <p><i>*All permanent &amp; dually-appointed LTE positions approved for a recruitment must be posted internally</i></p> </div> <div style="text-align: center;"> <p><i>*Go to Step 5 of Selection Process below only if you have a candidate in mind to fill Year-Round, Fair Planning or Fair Only LTE</i></p> </div> </div> <p><i>*All formal job announcements, postings, advertisements, etc. for any external recruitment <u>must</u> be placed by HR <u>only!</u></i></p> <ul style="list-style-type: none"> <li>HR receives application materials</li> <li>HR <i>or</i> hiring supervisor receives application materials (see RAP)</li> </ul>	WSFP Recruitment & Selection Policy, Sec. VII  WSFP Recruitment & Selection Policy, Sec. VII.A  WSFP Recruitment & Selection Policy, Sec. VII.C  WSFP Recruitment & Selection Policy, Sec. VII.D
<b>Selection</b>  	<ul style="list-style-type: none"> <li>Determine suitable candidates to proceed to interview process</li> <li>Schedule and conduct interviews to determine preferred candidate(s)</li> <li>Conduct any necessary reference checks and select preferred candidate(s)</li> <li><b>STOP! Do NOT make any offer of employment at this point!</b></li> <li>Provide preferred candidate(s) <a href="#">Background Check Disclosure Form</a></li> <li>Send Background Check Disclosure to HR for processing</li> <li><b>WAIT! Await HR confirmation of successful background before proceeding</b></li> </ul> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="text-align: center;"> <p>Complete and route Hire &amp; Pay Approval Request</p> </div> <div style="text-align: center;"> <p>No hire approval by HR needed; up to each dept. if approval needed</p> </div> </div>	WSFP Recruitment & Selection Policy, Sec. VIII.A-C  <a href="#">WSFP Interview &amp; Selection Guide</a>  <a href="#">WSFP Criminal Background Check Policy</a>  WSFP Recruitment & Selection Policy, Sec. VIII.E
<b>Hire</b>  	<ul style="list-style-type: none"> <li>Make a formal offer of employment (for <u>permanent and dually-appointed LTE</u> positions, HR approval must be received first as noted above)</li> <li>Confirm a start date and employee’s work schedule</li> </ul>	WSFP Recruitment & Selection Policy, Sec. VIII.F
<b>Onboarding</b>  	<ul style="list-style-type: none"> <li>Initiate onboarding process (<b>at least 5 days prior</b>) via one of the following:</li> </ul> <div style="display: flex; justify-content: space-around; margin: 10px 0;"> <div style="text-align: center;"> <p><a href="#">New Employee Orientation (NEO) Checklist</a></p> </div> <div style="text-align: center;"> <p><a href="#">NEO Checklist – Year-Round and Fair Planning LTEs</a> <i>or</i> <a href="#">NEO Checklist – Fair-Only</a></p> </div> </div> <p style="text-align: center;"><b>Welcome to Wisconsin State Fair Park!</b></p>	WSFP Recruitment & Selection Policy, Sec. IX  WSFP Recruitment & Selection Policy, Sec. XII.