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The purpose of this information is to provide hiring managers with an easy to follow step-by-step guide to the recruitment process and to assist them in evaluating and selecting the best applicant for each position.

Hiring the best provides the foundation for Facilities Services vision as a world-class organization providing exceptional service anywhere, anytime to enable discovery and excellence at the University of Washington.

The recruitment process starts with the need to fill a vacant or new position and ends with a job offer being accepted by the best qualified applicant and the final disposition of all applicants being entered into UWHIRES.

This recruitment information takes you through those steps, as well as the in-between ones. It does not replace the process each department follows, but instead provides hiring managers with general recruitment information that enhances what the department may already have.

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