University of Wisconsin-Stevens Point

Interview Request Form (IRF)

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| **POSITION TITLE**:       | **POSITION/TAM** #:       |

***NOTE: For travel guidelines and reimbursements for finalists, contact the UWSP Travel Office.***

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| **FINALISTS** *(attach finalists’ resumes, cover letters, and relevant materials)* | **ESTIMATED REIMBURSEMENT COST** |
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| **\*FUNDING/ACCOUNTING INFORMATION** – *questions on funding source should be directed to the Dean’s or VC’s Office.*Possible funding sources: [ ]  GPR, [ ]  PR, or [ ]  Other (be specific above)       |
| Account number(s) to be charged for reimbursement cost:       |

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| **SIGNATURE APPROVAL (Route via DocuSign):** |
| Department Chair/Unit Head Date       |
| Dean/Director Date       |

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| **HR Use Only:** |
| HR Director Date       |

DocuSign Routing

1 – Department Chair/Unit Head – “Needs to sign” and date

2 – Dean/Director – “Needs to sign” and date (make sure to follow College or Division approval processes)

3 – hr@uwsp.edu – “Receives a copy”

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| **\*\*KEY: IDENTIFICATION OF TIERS** |
| TIER #4: Less than acceptable candidate. Does not meet the minimum requirements. |
| TIER #3: Acceptable candidate. Meets the minimum requirements. Will retain in pool. |
| TIER #2: Acceptable candidate. Meets most qualifications. Will reserve in back-up pool. |
| TIER #1: More than acceptable. Meets all qualifications. Will bring to campus for interview. |

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| **NAME (alphabetical order)** | **TIER****\*\*** | **PHONE INTERVIEW****Y or N** | **RATIONALE FOR CLASSIFICATION.** |
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**Attach additional pages if necessary**

Revised: 9/29/22