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|  | | UNIV. STAFF HIRING REQUEST | | | | |  | Paper |
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| **Purpose of the Form:** To request a university staff project form or to supplement the position request.  **What You Will Need:**   1. Approval from the line officer and appropriate Vice Chancellor’s Office to fill the position. 2. Fill out the information below and email it to your line officer and the appropriate Vice Chancellors Office for approval. (To save on time, electronic e-mail submission and approval is encouraged) 3. Electronic copy of the position description. 4. Updated Electronic Organizational chart. 5. Please email the completed information to your line officer and the appropriate Vice Chancellors Office along with the Human Resources office at hr@uwsp.edu. | | | | | | | | |
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| **Section I: University Staff Project Required (skip to Section II if On-Going)** | | | | | | | | |
| Date Requested: | Click or tap to enter a date. | | | | | | | |
| Department: | Click or tap here to enter text. | | | UW-System Title: | | Click or tap here to enter text. | | |
| Department Description for Posting: | Click or tap to enter a date. | | | Working Title: | | Click or tap to enter a date. | | |
| Operational Area: | Click or tap here to enter text. | | | FTE | | Click or tap here to enter text. | | |
| Account Funding | Click or tap here to enter text. | | | | | | | |
| Proposed Starting Wage or Wage Range | Click or tap here to enter text. | | | Requested Start Date | | Click or tap here to enter text. | | |
| Justification: Provide brief statement on critical nature of position, alternatives considered, etc. | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **What consideration has been given to reducing the FTE, responsibilities, and funding?** | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |
| **Section II: Additional Position Information** | | | | | | | | |
| Position Status | | | Permanent  Project | Position is | | New  Replacement for: Click or tap here to enter text. | | |
| Job Location (building, room, street address, etc.): | | | Click or tap here to enter text. | | | | | |
| Supervisor and Title | | | Click or tap here to enter text. | | | | | |
| Timesheet Approver | | | Click or tap here to enter text. | Back-Up Timesheet Approver | | Click or tap here to enter text. | | |
| Interview Committee Names | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | |

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| Work Schedule | | | | | | | | | | | | | |
| Monday | Tuesday | | Wednesday | | | Thursday | | Friday | Saturday | | | Sunday | |
| Start Time: | | Click or tap here to enter text. | | | | | End Time: | | | Click or tap here to enter text. | | | |
| **Additional Work Schedule Information**  Holiday Work Required  On Call Work Required  Varied Hours Required  Job Requires Driving a State Vehicle  Pre-employment Physical Assessment Required  Pre-Employment Financial Check Required  Independent travel is a core function of the job.  Professional license/certification required: Click or tap here to enter text.  Ability to work remotely (full or partial): Choose an item. | | | | | | | | | | | | | |
| **Application Materials Requested**  Resume  Cover Letter  References, how many: Click or tap here to enter text.  Other: Click or tap here to enter text. | | | | | | | | | | | | | |
| **How will this position support the mission of preparing our students for a diverse and inclusive world?**  Click or tap here to enter text. | | | | | | | | | | | | | |
| *Length of posting information:*  *From the date approved in TAM, the position will be posted for two weeks with a closed date. The deadline can be extended prior to the deadline date if a larger pool is desired. If a rolling deadline is desired, contact the HR office to discuss details.* | | | | | | | | | | | | | |
| Account number for recruiting/ads/background check/physical assessment: | | Click or tap here to enter text. | | | | | Account number for payroll once hired: | | | Click or tap here to enter text. | | | |
| Any additional comments: | | | | | | | | | | | | | |
| Click or tap here to enter text. | | | | | | | | | | | | | |
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| **Role** | | | | **Signatures** | | | | | | | **Date** | | |
| **Department Chair/Unit Supervisor** | | | | |  | | | | | | | |  |
| **(Assoc/Assist) Dean/Director** | | | | |  | | | | | | | |  |
| **Vice Chancellor for Business Affairs** | | | | |  | | | | | | | |  |
| **Chancellor/(Asst/Assoc) Vice Chancellor** | | | | |  | | | | | | | |  |