FREQUENTLY ASKED QUESTIONS - HR E-FORMS

? HOW DO I LOG IN?
Click the link on the HR E-Forms web-page.

? HOW DO I SEE A FORM ONCE I'VE SUBMITTED IT?
In the E-Forms system, click on the tab that says "Position Requests". This tab shows all positions requests you've submitted.

? CAN I CLOSE THE FORM AND SAVE FOR LATER?
Yes, using the close and save for later button.

? IS THE WHOLE RECRUITMENT PROCESS IN E-FORMS?
No, as of spring 2019, the Position Request is the only e-form.

? WHEN DO I GET AN EMAIL?
Emails are sent when a position is requested, when you have a task, when a clarification is needed, and when the process is complete.

? WHO SHOULD I CONTACT IF I HAVE QUESTIONS?
Contact Human Resources at hr@uwsp.edu.

? DO I USE THIS FORM FOR ALL EMPLOYMENT CATEGORIES?
No, the position request process is only applicable to on-going positions i.e. Academic Staff, Faculty, Limited, University Staff.
If the position is a University Staff Temporary Employee, University Staff project, Academic Staff waiver, or an adjunct, the position request does not go through this system.

? I CAN'T FIND THE EMAIL FROM THE SYSTEM WITH MY TASK LINK. WHAT DO I DO?
Log into the system. Click on the tab "My Tasks". All your required tasks will be listed.