University of Wisconsin-Stevens Point

Interview Request Form (IRF)

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

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

|  |  |
| --- | --- |
| **FINALISTS** *(attach finalists’ resumes, cover letters, and relevant materials)* | **ESTIMATED REIMBURSEMENT COST** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **\*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: |

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

|  |
| --- |
| **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](mailto:hr@uwsp.edu) – “Receives a copy”

|  |
| --- |
| **\*\*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. |

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME (alphabetical order)** | **TIER**  **\*\*** | **PHONE INTERVIEW**  **Y or N** | **RATIONALE FOR CLASSIFICATION.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Attach additional pages if necessary**

Revised: 9/29/22