

## APPROVAL FOR RECRUITMENT AND HIRE

This form should be used to initiate a recruitment request. Before completing this form, discuss this request with your department head. Once you have a verbal approval, from the department head, contact your HR Partner to consult and complete this form.

Once all signatures are acquired and you are approved to recruit, your HR Partner will email you a copy of the completed form. When you have completed your recruitment and are ready to extend an offer of employment, you will complete the end of this form to record your hire information. Please consult with your HR Partner to assist you.

### Section 1: Department and Contact Information

<b>Department Name:</b>		<b>Department ID:</b>	
<b>Hiring Manager and Empl ID:</b>		<b>Hiring Manager contact info:</b>	<b>Phone:</b>
<b>Hiring Mgr Position #</b>			<b>Email:</b>
<b>HR Partner:</b>		<b>HR Partner contact info:</b>	<b>Phone:</b>
			<b>Email:</b>

### Section 2: Position Details

<b>Type of Position:</b>			<b>Desired Start Date:</b>	
<b>If vacancy, who is this replacing?</b>	Name of employee:		Employee ID:	
			Position Number:	
<b>If vacancy:</b>	Current Official Title:		Current Working Title:	
<b>If new or different title:</b>	Requested Official Title:		Requested Working Title:	
<b>FTE:</b>		<b>Duration of Position:</b>		<b>If not ongoing, expected end date:</b>
<b>If vacancy, current employees' salary:</b>		<b>Position Salary Range:</b>		
<b>Approved ESR?</b>		<b>Approved Budget Range:</b>		
<b>Funds to be used:</b>		<b>Funding String(s) and percentages:</b>	Funding String(s):	Percentage:
<b>Updated Position Description included?</b>		<b>Reviewed Current Org Chart?</b>		

### Section 3: Justification for Request to Recruit (additional pages may be attached, if needed)

When writing your justification, consider the following:

- Why is this position needed?
- How does this position fit within the [President's 10 Key Budget Initiatives](#)?
- What alternatives have been considered in the decision to replace/fill this position and WHY they will not work. (For example, student help, part-time employee, project work, etc.).
- What is the impact of not filling this position? (For example, describe the positions impact on revenue, operational expenses, project work, overtime use, etc.)

<b>Section 4: Approvals</b>			
<b>Hiring Manager</b>		<b>Date</b>	
<b>HR Partner</b>		<b>Date</b>	
<b>Budget Office</b>		<b>Date</b>	
<b>Financial Administration</b>		<b>Date</b>	
<b>Division Head</b> (e.g. VP, Chief Legal)		<b>Date</b>	
<b>UWSA CHRO</b>		<b>Date</b>	
<b>UW System President</b>		<b>Date</b>	
<b>If Denied, reason for denial:</b>			

**APPROVAL TO HIRE** (To be completed after the recruitment and you have selected a final candidate)

<b>Section 5: Hire Details</b>					
<b>New Hire's Name:</b>			<b>Empl ID (if current employee):</b>		
<b>Start Date:</b>		<b>End Date (if applicable):</b>		<b>CBC Requested (Date):</b>	
				<b>SHRC Requested (Date):</b>	
<b>Official Title:</b>		<b>Job Code:</b>		<b>Working Title:</b>	
<b>Salary:</b>		<b>FTE:</b>		<b>Position Number:</b>	
<b>T/L Approver (and empl ID):</b>		<b>Back-up T/L Approver (and empl ID):</b>			

**Section 6: Candidate Selection Justification -  3<sup>RD</sup> page of form must be completed**

<b>Section 7: Approvals</b>			
<b>Hiring Manager</b>		<b>Date</b>	
<b>HR Partner</b>		<b>Date</b>	
<b>Budget Office*</b>		<b>Date</b>	
<b>Financial Administration*</b>		<b>Date</b>	
<b>Division Head</b> (e.g. VP, Chief Legal)		<b>Date</b>	
<b>UWSA CHRO</b>		<b>Date</b>	
<b>UW System President</b>		<b>Date</b>	

\*Budget and Financial Admin only required if salary offered exceeds the original approved budgeted maximum.

**If Denied, reason for denial:**

**Section 6: Candidate Selection Justification**