

This form should be used to initiate a job requisition for the following:

- Student Hourly
- Temporary Employment
- Executive Positions
- Recruitment Waivers

*\*Please send HR this form, position description and org. chart when requesting to fill a vacancy.\**

Section 1: Department and Contact Information									
Department Name:			Department ID:						
Hiring Manager and Empl ID:			Hiring Manager contact info:			Phone:			
Hiring Mgr Position #						Email:			
HR Partner:			HR Partner contact info:			Phone:			
						Email:			

  

Section 2: Position Details									
Type of Position:		Position of Trust?		POT Reason					
Prior Incumbent Information:		Name of employee:		Employee ID:					
				Position Number:					
		Official Title:		Working Title:					
Prior Incumbent Position Info:		Position Supervises		Employees supervised:					
		T/L Approver? (Including Back-up Approver)		If yes, list employee(s)					
		Job Code:		Location:					
		Salary		FTE					

  

Section 3: Requested Position Updates									
If new or different title:		Requested Title		Requested Working Title:					
If new or different job code:		Previous Job Code:		Requested Job Code:					
If new or different position location		Current Location:		New Location		Room or Suite:			
FTE:		Duration of Position:		If not ongoing, expected end date:					
Position Salary Range:			Approved Budget Range:						
Approved ESR?		Funds to be used:		Funding String(s) and Percentages:		Funding String(s):		%	
Updated Position Description included?			Reviewed Current Org. Chart?						

**Section 4: Selected Candidate**

New Hire's Name		Empl ID (if current employee)	
Start Date:	End Date (if applicable):	CBC Requested (Date):	SHRC Requested (Date):
Official Title:	Job Code:	Working Title:	
Salary:	FTE:	Position Number:	
T/L Approver (and empl ID):	Back-up T/L Approver (and empl ID):		
Does this position report to someone other than the T/L approver		If so, Name (and empl ID):	

**Section 5: Recruitment Justification and/or Recruitment Waiver Justification (if applicable)** 

When writing your justification, consider the following:

- Why is this position needed?
- How does this position support [UW System's Core Values](#) and [UW System's Strategic Plan](#)?
- 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.)

**Section 5.A: Approvals to RECRUIT**

AVP or Equivalent (e.g., Executive Director)	Date
HR Partner	Date
Budget Office	Date
Financial Administration	Date
Division Head (e.g., VP, Chief Legal, Direct Report to President)	Date
UWSA CHRO	Date
VP of Finance & Administration	Date
UW System President	Date

If Denied, reason for denial:

**Section 7: Candidate Justification**

--

**Section 8: Approvals to HIRE Candidate**

<b>AVP or Equivalent</b> (e.g., Executive Director)		<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, Direct Report to President)		<b>Date</b>	
<b>UWSA CHRO</b>		<b>Date</b>	
<b>VP of Finance &amp; Administration</b>		<b>Date</b>	
<b>UW System President</b>		<b>Date</b>	

**If Denied, reason for denial:**

--