

This form should be used to initiate a job posting. 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. Please send HR this completed form, position description and org. chart when requesting to fill a vacancy. Once all approvals are completed in TAM to post a job opening, your HR Partner will email you when the position vacancy announcement is posted. When you have completed this recruitment and are ready to extend an offer of employment, please consult with your HR Partner to start the approval to hire process.

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:						Desired Start Date:					
Prior Incumbent Information:		Name of employee:					Employee ID:				
							Position Number:				
Prior Incumbent Position Info:		Official Title:					Working Title:				
		Does this position supervise?			If yes, list employee(s)						
		T/L Approver? (including Back-up Approver)			If yes, list employee(s)						
		Office Location:				Room/Suite:			Work Location		Onsite Hybrid Remote
		Position of Trust?				POT Reason					
Section 3: Requested Changes to Position											
If new or different title:		Requested Official Title:					Requested Working Title:				
If new or different job code:			Previous Job Code:				Requested Job Code:				
If new or different job code, will this position supervise employees?				If yes, list employees:							
New Location:				Room/ Suite:							
Change in Position of Trust:				POT Reason							

**Section 3: Funding**

<b>FTE</b>		<b>Duration of Positions</b>		<b>If not ongoing, expected end date:</b>	
<b>Prior Incumbent's 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>		<b>Funding String(s):</b>	
				<b>Percentage:</b>	
<b>T/L Approver (and empl ID):</b>				<b>Back-up T/L Approver (and empl ID)</b>	
<b>Updated Position Description included?</b>			<b>Reviewed Current Org Chart?</b>		

**Section 4: Justification for Job Posting (additional pages may be attached, if needed)**

**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: Interview Details**

<b>Number of Interviews:</b>		<b>Type of Interview:</b>	<input type="checkbox"/> Virtual <input type="checkbox"/> In-Person	<b>Work samples or presentations required</b>	Yes <hr/> No
<b>Names of Application Screening Committee:</b>					
<b>Names of Interview Committee for each interview stage:</b>					

Others that require access to job opening in TAM (*Executive Assistants, Office Manager/Coordinator, Program Assistants, Non-Employees.*):

**Posting Details**

**Length of posting period:**

**UWSA Human Resources standard posting resources listed below:**

- UWSA Career webpage
- WIJobNet DWD
- Indeed.com-standard (free) post (please indicate below if you would like to pay for a "highlighted" posting)
- LinkedIn

**For additional posting resources, including recruitment sites to attract diverse applicants, please visit this page. List additional posting resources to be used for the job announcement below. Include the funding string to charge for these postings. Please note all charges (if applicable) will be paid by the hiring department.**

Resource Name	Cost	Funding

**Position Vacancy Announcements– sent via email**

**Other email addresses or listservs of professional organizations or contacts  
(Completed by hiring manager):**