**AUTHORIZATION FOR RECRUITMENT**

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| **POSITION INFORMATION** |
| Date: |       |
| Position announcement date: | [ ]  | Upon Approval | [ ]  | Date: |       |
| Budget position number: |       |
| Fund / Dept / Program code: |       |
| Use for background check fee | [ ]  | If different, provide account: |       |
| UW System title: |       |
| Working title if different: |       |
| Department name: |       |
| Campus mailing address: |       |
| Position type: |  |
| Temporary? | [ ]  | Start Date: |       | End Date: |       |
| Appointment basis: |  |
| FTE%: |       |
| Proposed salary or range (100%): |       |
| New or replacement position: |  |
| Recruitment scope: |  |
| Recruitment chair: |       |
| Approver (for posting, forms, applicant pool, hire, etc.): |       |
| Why is position vacant and/or why must it be filled: |       |
| If position was filled temporarily, how and at what salary: |       |
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| **IF REPLACEMENT POSITION, COMPLETE REGARDING FORMER/CURRENT INCUMBENT** |
| Name: |       |
| Salary: |       |
| Percent of appointment: |       |
| UW System title: |       |
| Working title if different: |       |
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| **POSITION ANNOUNCEMENT INFORMATION** |
| Position summary/essential job functions: |       |
| **Minimum Qualifications:** Items included should be objective and concrete. Will be used for initial screening by the Recruitment Chair or for use in TAM screening questions.  |
|  Minimum education required: |       |
|  Years of experience: |       |
|  Licensure: |       |
|  Other requirements (please identify the question numbers from the [Screening Question List](http://www.uwgb.edu/UWGBCMS/media/hr/recruitment-resources/ScreeningQuestions.pdf), if using in TAM): |
|  |       |
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| Preferred qualifications: |       |
| Work hours: |        |
| Advertised salary information: |
| [ ]  | Competitive salary commensurate with qualifications and experience |
| [ ]  | Salary range noted under Position Information |
| [ ]  | Other (fill in salary range):       |
| Special conditions (travel, etc.):  |       |
| First screen date: |       |
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| **APPLICATION REQUIREMENTS** |
| Cover letter, Resume/CV:  |  |
| Transcripts: |  |
| References: |  |
| Other (portfolios, licensure, etc.): |       |
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| **FACULTY/ACADEMIC STAFF RECRUITMENTS ONLY** |
| Lecturer with faculty status: |  |
| Admin. support personnel:  |       |
| Contact information for position announcement: |
|  Name:  |       |
|  Phone: |       |
|  Email:  |       |
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| **AUTHORIZATION** |
| REQUIRED ATTACHMENTS: |
| [ ]  | Department Organizational Chart |
| [ ]  | Approved page from the Post Merit Budget Worksheet (from budgsub$ drive) |
| [ ]  | Position Description  |
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| *Department Chair/Supervisor* |  | *Date* |
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| *Dean/Division Head/Director in Business and Finance* |  | *Date* |
|  |  |  |
| *Area Leader* |  | *Date* |
|  |  |  |
| *Position Review Committee Chair* |  | *Date* |
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| **ROUTING** |
| **Authorization for Recruitment** |
| Department chair/supervisor (Electronic) ↓Dean/division head/director (Electronic) cc: hr@uwgb.edu ↓Area leader - c/o admin. asst. (Electronic or Hard copy)↓ |
| Human Resources ↓Position Review Committee (PRC)*PRC meets weekly on Tuesday morning. Forms received in HR after noon on Friday are not guaranteed review at the following weeks’ PRC meeting.* |