**AUTHORIZATION FOR RECRUITMENT**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: | | |  | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **IF REPLACEMENT POSITION, COMPLETE REGARDING FORMER/CURRENT INCUMBENT** | | | | | | | |
| Name: |  | | | | | | |
| Salary: |  | | | | | | |
| Percent of appointment: |  | | | | | | |
| UW System title: |  | | | | | | |
| Working title if different: |  | | | | | | |
|  | | | | | | | |
|  | | | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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): | | | | | |
|  | | |  | | |
|  | | | | | |
| 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: | | |  | | |
|  | | | | | |
|  | | | | | |
| **APPLICATION REQUIREMENTS** | | | | | |
| Cover letter, Resume/CV: | | |  | | |
| Transcripts: | | |  | | |
| References: | | |  | | |
| Other (portfolios, licensure, etc.): | | |  | | |
|  | | | | | |
|  | | | | | |
| **FACULTY/ACADEMIC STAFF RECRUITMENTS ONLY** | | | | | |
| Lecturer with faculty status: | | |  | | |
| Admin. support personnel: | | |  | | |
| Contact information for position announcement: | | | | | |
| Name: | |  | | | |
| Phone: | |  | | | |
| Email: | |  | | | |
|  | | | | | |
|  | | | | | |
| **AUTHORIZATION** | | | | | |
| REQUIRED ATTACHMENTS: | | | | | |
|  | Department Organizational Chart | | | | |
|  | Approved page from the Post Merit Budget Worksheet (from budgsub$ drive) | | | | |
|  | Position Description | | | | |
|  | | | | | |
|  | | | | | |
|  | | | |  |  |
| *Department Chair/Supervisor* | | | |  | *Date* |
|  | | | |  |  |
| *Dean/Division Head/Director in Business and Finance* | | | |  | *Date* |
|  | | | |  |  |
| *Area Leader* | | | |  | *Date* |
|  | | | |  |  |
| *Position Review Committee Chair* | | | |  | *Date* |
|  | | | | | |
|  | | | | | |
| **ROUTING** | | | | | |
| **Authorization for Recruitment** | | | | | |
| Department chair/supervisor (Electronic) ↓  Dean/division head/director (Electronic) cc: [hr@uwgb.edu](mailto: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.* | | | | | |