

HIRE FORM

UW-Whitewater Talent Acquisition Management

-Step 1: Complete New Hire Notification here:

https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dg9a4pWdb0a5w9L

-Step 2: Scroll to next page to complete the hire form - **please follow the order of signatures below:**

University Staff:

1. Dpt Chair (if applicable)
2. Dean (if applicable) /Director
3. Vice Chancellor (if applicable)
4. Provost's Office (only if in Academic Affairs)
5. Chancellor's Office (only if in Athletics, IR&P, Innovation Center, Chancellor's office)
6. Budget Office
7. HR

Academic Staff:

1. Dpt Chair (if applicable)
2. Dean(s)/Director(s) (if applicable)
3. Division Administrator (s) (if applicable)
4. Budget Office
5. Provost's Office (only if in Academic Affairs)
6. Chancellor's Office (only if in Athletics, IR&P, Innovation Center, Chancellor's office AND all academic staff hired at 50% or more)
7. HR

Faculty:

1. Dpt Chair (if applicable)
2. Dean(s)/Director(s) (if applicable)
3. Budget Office
4. Provost's Office
5. Chancellor's Office
6. HR

****If new employee is a *rehired annuitant* hire form always needs to be signed off by the Chancellor along with appointment type corresponding signatures****

Non-TAM HIRE FORM
(Emergency Hire, Other)
UW-Whitewater Talent Acquisition Management

Would This Employee Prefer Their Hire/Orientation Materials in Spanish?

Employee Class: _____ Appointment Type: _____ Reports to: _____

New Hire Notification and Background Check Completed:

Name: _____

Email: _____

Division/College: _____

Dpt/Area: _____

Building: _____

Room: _____

Office Phone #: _____

Replacement for whom: _____

Approver: _____

Backup Approver: _____

Official Title (TTC):	_____
Working Title:	_____
Job Code:	_____

Funding Org Code XXX-X-XXXX

% to be charged _____

Appointment Period:

Begins:	_____
Ends (AS Fixed-Term/Project Only):	_____

FTE (% of Time, Adjunct = 0%):	_____
Base Salary:	_____
Contract Salary (Base x FTE):	_____
Hourly Rate (US Only):	_____

Position of Trust: _____

University Staff Only - Work Hours: _____

Faculty/Academic Staff Only

Education: List Degree, Discipline & Date

Institution

Education: List Degree, Discipline & Date	Institution

Faculty Only: Pursuant to UW-Whitewater Faculty Personnel Rules III (B)(8)(2), # years of prior service have been credited towards the reduction of the maximum probationary period of tenure; mandatory tenure decision is scheduled for:

Contingency: _____

Recommended for Hire By:

 Primary Department Chairperson/Director Date

 Division Administrator/College Dean Date

 Budget Date

Hiring Manager Use:

PD Attached

Cover Letter/Resume Attached

Offer Letter Attached (if FA/applicable)

 Provost Date

 Chancellor Date

Additional Notes: