

PROJECT APPOINTMENT HIRING GUIDELINES

Hiring departments must consider and document **all** of the following five factors when deciding whether a permanent or project appointment is appropriate.

1. How long is the proposed project? The duration of the proposed project position should be used as a guideline or starting point for deciding whether the position is a permanent or project appointment. Project appointments are appropriate when the duration of the project is expected to be 24 months or less.
2. Is the project position likely to be funded beyond the project's initial expected ending date? If **yes**, then a **permanent appointment** is appropriate.
3. Is this project likely to continue as an on-going, regular or permanent function of the employing unit? If **yes**, then a **permanent appointment** is appropriate.
4. Are there financial or time requirements associated with initiating or completing the project? For example, is there a likelihood of a funding loss if this position is not filled by a certain date? If **yes**, then a **project appointment** is appropriate.
5. Are there any other factors that the hiring authority considered in making his/her decision?

As noted in 1 above, the duration of the proposed project position (i.e., less than or equal to 24 months) is the starting point for evaluating whether to fill the position on a permanent or project appointment basis. Hiring departments should analyze all factors when making the final determination.

PROJECT APPOINTMENT PROCEDURES

If appropriate, departments should use a competitive examination and advertisement to fill project positions. Departments **are required** to develop job related criteria on which to evaluate applicants. A record of these job related criteria must be forwarded to HR&D and kept with other recruitment records. **Project positions must be announced online in WiscJobs for a minimum of three days.**

The hiring department must submit the Recruitment Approval Form <http://www.uww.edu/adminaffairs/hr/forms/RecruitmentForm.pdf>, a position description, a competitive exam or job related criteria on which to evaluate applicants and documentation of the five factors listed above to HR&D.

The final candidate is required to complete the background check form and be approved before starting work:

<http://www.uww.edu/adminaffairs/hr/background/backgroundcheckformclassifiedgeneral.pdf>

Note: A change in job duties of 50 percent or greater constitutes a new project position. As a result, the new project position must start again with the procedures listed above (228.050).

Please refer to Wisconsin Human Resource Handbook Chapter 228 for more information –

<http://oser.state.wi.us/docview.asp?docid=1415>