

# HIRE FORM

## UW-W Talent Acquisition

-**Step 1:** Complete New Hire Notification here:

[https://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_dg9a4pWdb0a5w9L](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dg9a4pWdb0a5w9L)

-**Step 2:** Scroll to the 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\*\***

HR Office Use Only:  
CBC Date: \_\_\_\_\_  
Empl ID: \_\_\_\_\_  
Position of Trust: Y N

**TAM HIRE FORM**  
**UW-Whitewater Talent Acquisition Management**

TAM Job ID #:	Would the Employee Prefer Their Hire/Orientation Materials in Spanish?		
Position #:	Reports To:	Empl. ID:	

Type of Hire	Type of Search:	Appointment Type:
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**Name:** \_\_\_\_\_ New Hire Notification/Background Check Completed:  
**Email:** \_\_\_\_\_ **Appointment Type:**

Division/College:	<b>Appointment</b>	Begins:
Dpt/Area:	<b>Period:</b>	Ends:

Building:	Room #:	Office Phone #:	Percentage of Time:
Replacement for whom:			Base Salary:
Approver:	Backup Approver:		Contract Salary:
			Hourly Rate:

Official Title / Rank:	
Working Title:	
Code:	

Position of Trust: \_\_\_\_\_

**University Staff Working Hours:**

ORG code XXX-X-XXXX	% to be charged	Amount to be charged	Additional ORG Codes
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**Faculty/Academic Staff Only:**

Education:	Degree & Date	Institution
	Degree & Date	Institution
	Degree & Date	Institution

(List each degree earned)

**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 Officer      Date

Hiring Manager Use:  
 PD Attached  
 Cover Letter/Resume Attached  
 Offer Letter Attached (if FA/applicable)

\_\_\_\_\_  
 Provost      Date

\_\_\_\_\_  
 Chancellor      Date

**Additional Information**