**HIRE FORM**

**UW-Whitewater Talent Acquisition Management**

This Hire Form was designed to work in accordance with the Talent Acquisition Management System and has been updated to better meet the needs of all hiring authorities.

Please note the following important change for all Hiring Managers:

-As identified both within the Recruitment and Procedure Checklist and the Hire Form, please communicate with your assigned Human Resources Assistant an appropriate start date prior to reaching an agreement with the selected hire(s).

-Complete New Hire Notification here: <https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dg9a4pWdb0a5w9L>

HR Office Use Only:

CBC Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Empl ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position of Trust: \_\_Y \_\_N

**TAM HIRE FORM**

**UW-Whitewater Talent Acquisition Management**

|  |
| --- |
| TAM Job ID #: ##### |

|  |  |
| --- | --- |
| Position #: ########  | Reports To: Last Name, First Name Empl. ID: 00###### |

Type of Hire: Choose an item. Type of Search: Choose an item. Type of Appointment: Choose an item.

**Name:** Prefix. Last, First, MI, Suffix.  **Appointment Type:** [ ] Annual[ ] Academic Choose an item.

**Email Address**: email@address.com

|  |
| --- |
| Begins: Confirm date with HR. |
| Ends: Click here to enter a date. |

**Division / College:** Click here to enter text. **Appointment Period:**

**Department / Area**: Click here to enter text.

|  |  |
| --- | --- |
| Percentage of Time: | % (if applicable) |
| Base Salary: | $ (if applicable) |
| Contract Salary: | $ |
| Hourly Rate: | $ |

**Building:** Ex. Hyer **Room #:** Ex. 330 **Office Phone #:** Ex. 1024

**Replacement for Whom**: Last Name, First Name

**Approver:** Last, First. **Backup Approver:** Last, First.

|  |  |
| --- | --- |
| Official Title / Rank: | Click here to enter text. |
| Working Title: | Click here to enter text. |
| Code: | Click here to enter text. |

|  |
| --- |
| Position of Trust:[ ] Y [ ] N [Background Check Policy.docx](file:///C%3A%5CUsers%5Cspitzigta19%5CDesktop%5CBackground%20Check%20Policy.docx) |

**University Staff Working Hours**: Click here to enter text.

|  |  |  |
| --- | --- | --- |
| Prog Code (10 digits) | % to be charged | $ to be charged |
| Prog Code (10 digits) | % to be charged | $ to be charged |

**Charge to:**

**Faculty/Academic Staff Only:**

|  |  |
| --- | --- |
| Degree & Date | Institution |
| Degree & Date | Institution |
| Degree & Date | Institution |

Education:

 (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: Click here to enter a date.

**Contingency:** Click here to enter text.

**Recommended for Hire By:**

Hiring Manager Use:

[ ]  PD Attached

[ ]  CV Attached

[ ]  Offer Letter Attached (if FA/applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Department Chairperson/Director Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division Administrator/College Dean Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Officer (FA/AS ONLY) Date

Provost Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chancellor Date

Last Revised: 3/2020