

POSITION REQUEST FORM

UW-Madison Facilities Planning and Management

Instructions: This form must be fully completed with required signatures and attachments. This includes a current position description, screening criteria and interview questions. You can find TTC job descriptions and salary ranges at <https://hr.wisc.edu/standard-job-descriptions>

Once the form is complete, send a DIGITAL copy to fpmhr@fpm.wisc.edu to begin the formal approval process.

POSITION INFORMATION

| | |
|--|---|
| Official (TTC) Title: | Business Title (Optional & Max 30 characters): |
| Department Name: | UDDS: |
| Recruitment Type: Standard Direct Hire Internal If internal, provide justification: If direct hire, provide justification: | Appointment Type: Number of Position Request: University Staff University Fix Term Finite (Project) Academic Staff Academic Staff Fixed Term Finite (Project) Temporary Employee |
| | Former Incumbent Name(s)/Title(s): <div style="display: flex; justify-content: space-around;"> Same Duties Changed Duties New Position </div> |
| Check if position requires: Nights: Occasionally Regularly Weekends: Occasionally Regularly Holidays: Occasionally Regularly | Driving Required? Yes No Supervisor Position? Yes No If yes, how many directly and indirectly supervised? _____ |
| Work Hours/Schedule: Workplace Flexibility (Select one): Onsite Hybrid Onsite ____% Remote ____% Fully remote | Position Control # (Physical Plant Only): _____ |
| Special Degree Requirements (e.g. CDL, Professional License): | |
| Minimum Years of Experience/Relevant Work Experience: (Indicate required and/or preferred) | |
| Justification to fill position: | |
| Application Method (Check all that apply) <input type="checkbox"/> Resume <input type="checkbox"/> Cover Letter <input type="checkbox"/> Work History <input type="checkbox"/> License <input type="checkbox"/> Trades | Preferred Posting Time: (# of weeks) Advertised Minimum starting rate/salary: |

RECRUITMENT

Short Advertising Summary for UW Jobs Site (3-4 sentences to **sell** the position. Highlight the impact of this role on campus, potential for growth, department's culture, etc.)

Advertising Budget:

Other Ideas (e.g. Job Fairs, Trade Shows, Conferences, Specialized Job Boards, Professional Organizations, Printed Flyers):

Advertising Options with Estimates:

Online Job Boards

Indeed.com (Free)
 Craigslist (\$25)
 WisconsinTech Connect (Free)
 LinkedIn (Varies)
 Diverse Issues in Higher Ed
 Nelson Institute Environmental Job Board (Free)
 Online Only Capital City Hues (\$90)
 Online Only WI State Journal/Monster.com (\$450)
 Tribal College Journal (\$150)
 Latinos in Higher Ed (\$200)
 Equal Opportunities Job Board (\$250)
 APPA Website (\$600)
 SCUP (Varies)
 Total Resources Network (Free)

Print Publications

Capital City Hues (\$150)
 WI State Journal (Automatically posted online - \$750)
 Hometown News Group Dane County (\$1100)
 Hometown News Group Southeast/Southwest Zones (\$1720)
 Great Dane County Shopper (\$115)
 Milwaukee Sentinel (\$2000)
 La Comunidad News (\$300)
 Isthmus (\$175)
 The Madison Times (\$300)
 New Company (Depends on area)

Other

Affirmative Action Email
 UW-Madison Unemployment Support Group
 Dane County Jobs

ASSESSMENT

Direct Supervisor – responsible for recruitment, assessment, and selection process

Name/Title:

Search & Screen Committee

Name/Title of S&S Members:

Secondary Screen – Attach Screening Criteria to this form

Interview Panel

Name/Title of Interview Panel:

Describe Interview Process (e.g. # of interview rounds, length of interviews, virtual or in-person):

Attach Interview Questions to this form

Hiring Manager signature:

Date:

Asst/Assoc Director Signature:

Date:

Director Signature:

Date:

Deputy Assoc. Vice Chancellor Signature:

Date: