

# 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](mailto:fpmhr@fpm.wisc.edu) to begin the formal approval process.**

### POSITION INFORMATION

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

## 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  
 Urban League of Greater Madison Job Board

## 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: