



**DIRECT HIRE INFORMATION**

**NOTE:** This portion is not required for standard recruitment. If this is a standard recruitment TE request, please skip this step.

Please fill out all the information as accurately as possible. If this employee is not already in our HR system, the recruiter will contact the employee for their social security number (SSN). SSN is not collected on this form due to security reasons.

<b>Legal First and Last Name:</b>	<b>Preferred First Name:</b>
<b>Date of Birth:</b>	<b>Desired Start Date:</b>
<b>Home Address:</b>	<b>Mailing Address if different from Home Address:</b>
<b>Email Address:</b>	<b>Phone Number:</b>
<b>Work Address (where they will report to):</b>	<b>Do they current or formerly work at UW or with a Wisconsin Retirement System (WRS) employer?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown  <b>Did they retire from the Wisconsin Retirement System?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>Sex:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female  <i>This information is required for all UW employees</i>	<b>Salary or Hourly Rate:</b>
<b>Duration of job/end date if known:</b>	

**POSITION DESCRIPTION (REQUIRED FOR BOTH STANDARD RECRUITMENT AND DIRECT HIRE)**

This portion is **required** for both standard recruitment and/or direct hire. You can find TTC job descriptions and salary ranges at <https://hr.wisc.edu/standard-job-descriptions/>

**Job Summary** Please provide more information about the job and responsibilities outside of TTC descriptions

**Essential Responsibilities**

<b>Responsibility</b>	<b>Percent (%)</b>
I.	
II.	
III.	
IV.	
V.	
VI.	
VII.	
VIII.	

**Unique Responsibilities** Enter up to four (4) unique responsibilities, 250 or fewer characters for each

<b>Responsibility</b>	<b>Percent (%)</b>
I.	
II.	
III.	
IV.	

*Unique responsibilities percentages must total less than 20%. Total of essential and unique responsibilities percentages must total 100%*

**Please answer the following question before submission:**

Will this position have access to Vulnerable Populations such as minors and patients?

- Yes  No

Will this position have property access such as Master Key and room keycards?

- Yes  No

Will this position be handling cash and/or other people's sensitive information (credit card, medical info, etc.)?

- Yes  No

*I understand that temporary employees are at-will position with no expectation of continued employment, capped at 1,040 hours worked in 26 consecutive bi-weekly payroll periods, nonexempt under the Fair Labor Standards Act, and lasting one year or less (based on the start date of the employment).*

Approvers	Signature	Date
<b>Supervisor/Hiring Manager</b>		
<b>Asst/Assoc Director</b>		
<b>Executive Director/Asst Vice Chancellor</b>		

Once the form is complete, send a DIGITAL copy to your department's executive assistant.

Final Approvers	Signature	Date
<b>FP&amp;M Finance</b>		
<b>FP&amp;M HR Administrator</b>		