Clear Form

Date: _____ **UW-STOUT CIVIL SERVICE** No. _____

PROJECT APPOINTMENT RECRUITMENT APPROVAL FORM (By Div. Admin.)

Position Supervisor: _____ _____ _____

Name Department Campus Phone

PLEASE COMPLETE THE APPROPRIATE SECTION BELOW:

New position in Budget: (Check One)	Yes ☐ No ☐	Replacement for:	
Position FTE in Budget:	_____ %	Termination Date:	
Academic Year Position: (Check One)	Yes ☐ No ☐	Requested Classification:	
Normal work shift:			
Special skills/requirements:			

A COMPLETED POSITION DESCRIPTION FORM MUST BE SUBMITTED ALONG WITH THIS REQUEST FOR ANY NEW PROJECT POSITIONS OR IF REFILLING A VACANT POSITION.

Is this an extension of a current project position?	Yes ☐	Requested Extension Dates:			
		Beginning:		Ending:	
Incumbent's Name:					
Classification:					

Please provide a brief summary of the project/grant (include objectives, funding dates, etc.) Please attach a copy of any supporting materials.	

Account(s) to be charged: _____% - _____ _____% - _____

_____% - _____ _____% - _____

Please call Human Resources (ext. 2438) for estimated Biweekly Salary: $ _____

SIGNATURE APPROVALS: *(All approvals **must be obtained** before Human Resources will process.)*

Department Chair/Account Administrator _____ Date _____

Dean/Director _____ Date _____

Provost/Vice Chancellor/Chancellor _____ Date _____

HUMAN RESOURCES ACTION

_____ _____ _____ _____

Person Employed Classification Beg. Date Beg. Salary (biweekly)

Form 023-0018 (REV 9/01) Cost Current Fiscal Year $_____