**ESSENTIAL HIRE FORM**

**COLLEGE OF LETTERS AND SCIENCE**

Prior approval is required to recruit/fill all university staff, temporary employees (TEs), academic staff, and post degree training positions, supported by **ALL funds**. The following information must be provided for all position vacancies so the Essential Staffing Committee can determine and justify the essential nature of the position. These positions will be given close scrutiny and it is important that you provide complete and detailed information. Questions should be directed to your HR Rep or Cheryl Adams Kadera (608-263-2315).

\*\*\* TO AVOID DELAY- It is imperative that all of the highlighted sections on this page are completed along with questions 1 and 2 on the next page\*\*

**Academic Staff, University Staff, Temporary Employees (TE), and Post Degree Training Positions:**

* At the time the position is entered into the PVL system, complete all questions below and send the form along with a copy of the organizational chart to your HR Rep and copy Cheryl Adams Kadera ([cheryl.adamskadera@wisc.edu](mailto:cheryl.adamskadera@wisc.edu)). The organizational chart should be the operational area including names and official titles.

**PVL #**  Click here to enter text. **Department/Program UDDS** Click here to enter text.

**Title Code** Click here to enter text. **Title Name** Click here to enter text.

Is this a request for a (check one): permanent position \_\_\_\_\_ temporary position \_\_\_\_\_

Appointment Percent Click here to enter text.

Please enter funding for this position and indicate any funding splits*.(e.g. 101- 30% and 233 -70%)*

|  |  |
| --- | --- |
| Fund # | Percentage |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
|  | 100% |

Is this a new or replacement position?

\*\* If this is a **new position** supported by **101** funds, please forward the documentation noting approval and funding details for the new position (e.g. mail from Associate Dean) to your HR Rep.\*\*

If this is a replacement position provide name of former incumbent and attach former incumbent’s letter of resignation/retirement. Click here to enter text.

Can the employee telecommute in this role? Click here to enter text.

If yes, what is the proposed telecommuting location (city/state/country)? Click here to enter text.

Will you be able to onboard the new hire remotely if necessary? Click here to enter text.

**PLEASE COMPLETE ESSENTIAL JUSTIFICATION ON NEXT PAGE**

1. Which of the following function(s) does this position support? Check all that apply **and** provide a specific explanation on how this position is essential and supports the function(s) checked:

Instruction

Research

Student Services

Health and Safety (of students, the public, staff, patients, and/or animals)

Academic Support (positions that support instruction, research, student services and/or health and safety)

Click here to enter text.

1. If this position is not approved, how will the duties/responsibilities be distributed among the current staff?

Click here to enter text.