New Hire Request Template

SECTION 1

UNIVERSITY TITLE (official):

WORKING TITLE (if different):

BUDGET NUMBER(S) FOR SALARY FUNDING:

MONTHLY SALARY REQUESTED:

SUMMARY OF DUTIES:

START DATE REQUESTED:

DURATION OF APPOINTMENT:

FTE %:

WILL THIS PERSON BE DRIVING STATE VEHICLES:
(Note: if yes, a motor vehicle background check is required)

JUSTIFICATION FOR NEW POSITION: (MUST INCLUDE: RATIONAL FOR THE POSITION'S ESSENTIAL NATURE; DESCRIBE THE SIGNIFICANT IMPACT ON THE SYSTEM, OPERATIONS OR SERVICE; PROVIDE A REASON WHY THE POSITION CANNOT REMAIN VACANT OR WHY A POSITION IS ESSENTIAL.)

(NEW) WILL THIS POSITION BE AVAILABLE FOR VISA SPONSORSHIP:

BUDGET NUMBER FOR BACKGROUND CHECK/SEARCH COSTS (IF APPLICABLE):

Search Request

SECTION 2

SEARCH COMMITTEE MEMBERS:
(3-4 people; can include non WSU, indicate committee chair)

DURATION OF ADVERTISEMENT (minimums - national = 30 days; NW Regional = 21 days; local/internal = 14 days):

ADVERTISING RESOURCES OUTSIDE OF WSUJOBS: (SEE ATTACHED FREE OUTREACH TOOLS LIST)

PAID OUTREACH TOOLS UTILIZING JOBELEPHANT:

YOU CAN ACCESS FREE OR PAID ADVERTISING RESOURCES BY *SUBMITTING A REQUEST TO JOBELEPHANT WHO WILL DO THE RESOURCE SEARCH FOR YOU AND PROVIDE A QUOTE WITH EITHER YOUR AD LANGUAGE OR THEIR SUGGESTED LANGUAGE AT NO ADDITIONAL CHARGE. BELOW ARE SOME DETAILS NEEDED TO USE THIS TOOL:

1. **WOULD YOU LIKE HELP WITH AD LANGUAGE?**

2. **WHERE WOULD YOU PROPOSED TO POST? IF YOU AREN'T SURE, DO YOU WANT SUGGESTIONS FROM JOBELEPHANT?**

3. **IF YOU HAVE A MEMBERSHIP TO ONE OF THE RESOUCES, PROVIDE THE DETAILS OF YOUR MEMBERSHIP.**

4. **DURATION OF ADVERTISEMENT REQUESTED**:

*If you prefer to submit the form yourself, go to the Recruitment Toolkit and scroll down to the JobElephant Request Form.

DRAFT AD COPY ATTACHED (REQUIRED):
(*Requirements:* The ad should include the following: Position title, department name, position location, short summary of job duties and main qualification requirements, closing/screening date, application website (https://wsu.wd5.myworkdayjobs.com/WSU_Jobs) and "WSU is an EO/AA educator and employer" language.)

PROVIDE DEPARTMENT WEBSITE:

COMMENTS OR SPECIAL INSTRUCTIONS:

Direct Appointments

SECTION 3

Direct appointments are typically only for one (1) year and then an competitive search will need to be conducted. (Postdoc positions up to five (5) years).

NAME OF PROSPECTIVE EMPLOYEE:

EMAIL ADDRESS OF PROSPECTIVE EMPLOYEE:

BUDGET NUMBER FOR BACKGROUND CHECK COST:

ADDITIONAL ITEMS REQUIRED FROM PROSPECTIVE EMPLOYEE:

- Resume/CV
- Three letters of reference (for temp faculty positions ONLY)
- Sexual Misconduct Statement

JUSTIFICATION FOR DIRECT HIRE: