

WSU Extension CS/AP Recruitment Request Form

Part 1 – Recruitment Details

Recruitment Requestor:

What is this recruitment request for:

Position Number (Vacancy only):

Employee Type:

Justification for position:

Part 2 – Position Details

University Title:

Working Title:

Work Location/County:

Department:

Department Website Link:

Supervisor of position:

Sup Org#:

Term (months):

Appointment Status:

FTE:

Desired Start Date:

Desired End Date (if temporary):

Desired Salary AP ONLY (see end of form for information related to salary for AP & CS):

Funding (If position is funded by more than one worktag enter the percentage for each funding source):

Background Check Funding: (If MOA doesn't allow Goods & Services expenses you will need to provide an alternate account):

Workday Security Access:

Financial Data View Only

Procurement Card Data Entry Specialist

Other

Part 3 – Advertising for WSU Job Site

WSU requires a minimum of 2 weeks for AP position and 1 week for CS. Mark Yes, to post for the minimum requirement or No to post longer. If no, provide the amount of time you would like it posted in weeks.

Yes

No Weeks

Advertising outside of WSU is the search committee chairs' responsibility. The following link on HRS website provides a great resource for a list of venues: <https://hrs.wsu.edu/managers/recruitment-toolkit/outreach-tools/>.

Part 4 – Search Committee

Provide Names and Email Addresses:

Committee Chair	<input type="text"/>
Member 1	<input type="text"/>
Member 2	<input type="text"/>
Member 3	<input type="text"/>
Member 4	<input type="text"/>

Salary Information:

CS positions are posted at a Range according to the [CS Salary Schedule](#).

Example Program Coordinator:

Monthly Salary: Range 44 | \$3,376.00 - \$4,497.00 (Steps A-M) | Successful candidates typically begin at the beginning of the salary range and receive scheduled salary increment increases in accordance with WAC 357-28. WSU offers a comprehensive benefits package which includes: paid sick and vacation leave; paid holidays; medical, dental, life and disability insurance package for employees and dependents; retirement; deferred compensation and optional supplemental retirement accounts. For additional information, please review the [summary of benefits offered by WSU for classified staff](#) and [Total Compensation](#).

AP positions are recommended to be posted at a range from the beginning of quartile 1 to the end of quartile 2. The [AP Benchmarks, Title Cods, and Compensation Grades](#) can be used to determine the Compensation Grade and the [AP Compensation Structure](#) to determine zone for the position.

Example Extension Coordinator in Moses Lake: This position would be Zone 1 & Grade 3.

Monthly Salary: 100% FTE \$3,750.85 - \$4,574.20

Note: For CS positions Salary above step A and for AP positions salary outside of your CAHNRS approved amount and/or Quartile 2 will require approval from CAHNRS and/or HRS.