



Request to Hire: Staff

Given the significant and evolving fiscal stress caused by the COVID-19 pandemic, effective **June 15th, 2020** we will be implementing an additional level of review in the hiring process. Please fill out the below prior to creating a new position or filling a vacancy. Please do not create a position or requisition in Workday until you receive approval from the Dean's Office. **Send completed form to Rachel Spencer at (rms727@uw.edu).**

Section 1 – Position Information

Department/School:

Permanent or Temporary:

FTE %:

Duration (if temp MM/DD/YY-MM/DD/YY):

Position (Payroll Title & Working Title):

Budget(s) Position is Paid From:

New Position or Filling a Vacancy*?

*If filling a vacancy, provide the name of the employee who previously held the position

Section 2 – Explanation of Critical Need and Funding

Explanation of Critical Need:

Include a detailed justification in the section below outlining why this position meets critical hire criteria such as: maintains access to learning, maintains information technology/systems access for students or staff, enables University research to continue/fulfill commitments, performs analysis to enable the University to access state or federal funds, etc.

Explanation of Funding:

Include a detailed explanation of impact to this position in the scenarios of a 5% /10% / 15% permanent budget reduction. Additionally, if the position is being funded b multiple sources/budgets, please provide additional clarity as well.

Department Administrator Signature (Approval):

Dean's Office HR Signature (Approval):

Dean's Office Finance Signature (Approval):