**Permanent hire questions-Staff**

Below are the standard questions that factor into creating a **permanent**, **staff** position; please review and fill them in below. To hire into a **temporary staff** position, please use the **temporary hire-staff** form. To hire an hourly student into a student position, please complete the **student** form. Thank you.

Target start date:

Job posting time (minimum of 7 days):

Job profile (please choose a payroll title; ask for HR help if needed):

(please include grade or level for professional staff or RSE job titles)

* Classified staff titles: <https://hr.uw.edu/comp/classified-staff/job-profile-list/>
* Professional staff titles: <https://hr.uw.edu/comp/professional-staff/job-profiles-and-descriptors/>
* Research Scientist/Engineer, levels Asst-4 titles: <https://hr.uw.edu/comp/represented-civil-service-exempt-staff/job-profile-list-and-specs/>

Working/recruitment job title (optional):

Work Location:

Expected weekly hours/FTE:

Work schedule--regular (please state days and hours) or flexible?:

Telework Designation (select one): None / Occasional or just in case telework / Hybrid 2 days or less per week / Hybrid 3 days or more per week / 100% remote

FT monthly salary ($ figure or range): $

(ProStaff rates: <https://hr.uw.edu/professional-staff-program/>)

Supervisor:

Supv. contact (phone, email address):

Budget name(s) and worktags\*\*:

Name of PI(s) for budget(s) above:

\*\*(Please update [sefspay@uw.edu](mailto:sefspay@uw.edu) if the pay budgets or distributions ever need to change)

Financial sustainability statement (describe how this position will be fully funded on an ongoing basis):

Briefly describe reason for hire/Hiring need:

Will the employee have unsupervised access to children under the age of 16 or vulnerable adults (Y/N)?:

Job description (or attach separately):

(Job description should be written in the form of a job ad and must include sections with clear job duties, required qualifications (degree if required / skills / knowledge), and optionally, desired qualifications. **For classified and unionized job titles**: minimum qualifications must directly match the identified UW job description minimums for the job profile / payroll title selected; all other qualifications (besides required licenses) should go under desired qualifications).

Background checks will be automatically conducted for all staff positions. If you would like to use a different budget # than the one for this position’s salary, please identify it here: