**Temporary hire questions-Staff**

Below are most of the standard questions that factor into creating a nonpermanent / intermittent / temporary UW **staff\*** position; please review and fill them in below. Please use the **student** form for student positions (unless they are from outside UW or will otherwise be working in a staff role). Thank you.

**Please select desired position type**: Nonpermanent-hourly / Intermittent hourly (*no end date; no assigned FTE*) / Nonpermanent-Fixed Duration (Salaried) / Pro Staff Temp Position-Salaried / Pro Staff Temp Position-Hourly

Number of positions being requested:

Do you have someone in mind for a direct hire - Y/N:

If yes, is this person a brand new, current, or returning **UW** hire (choose one; please confirm about any current/prior UW employment)?

Legal first and last name:

Date of birth:

Citizenship (& current visa/immigration status if not US citizen):

Phone:

Email:

Current mailing address or home location:

Open recruitment – Y/N:

If yes--For how long do you want the job posted on UW Hires (min. of 7 days)?:

Preferred start date:

End date (enter N/A for *Intermittent* only):

Work location:

Expected weekly hours:

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

Wage/hour or FT monthly salary ($ figure or range for recruitment): $

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

Supervisor:

Supv. contact (phone, email address):

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

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 for its duration):

Briefly describe reason for hire/Hiring need:

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

* 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 Title (optional):

Will the employee(s) 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:

**Benefits eligibility questions** (please answer all):

1. Is the employee expected to work an average of 80/hours a month (with a minimum of 8 hours per month) for at least 6 consecutive calendar months (e.g. total of 480 hours in 6 consecutive months)? If yes, Workday must reflect the appropriate appointment duration. Y/N
2. Will the employee be working a minimum of 70 hours per month, in 5 of the next 12 calendar months? Or, does the employee work in a Med Center? Y/N
3. If answering yes to question 2 above, is the employee replacing an individual who worked at least 70 hours per month, for 5 out of the last 12 months? Or does the employee work in a Med Center? Y/N or N/A