

# New Hire Request Form

## *Instructions and Best Practices for EOHR Form Submission*

### Before You Fill It Out...

Before initiating the new hire request form, ensure you have already discussed the details and purpose of the position with your [Unit Approver](#). If this is a brand-new position, confirm that funding has been secured.

Only [Authorized Requestors](#) may submit this form on behalf of their respective unit. If this is an urgent request and your Authorized Requestor is unavailable to submit, please email [eohr@uw.edu](mailto:eohr@uw.edu) for guidance and support.

Prior to submitting the form, ensure you have all of the following details/documentation and ready to add to the form:

- Position Description (if you would like support/guidance on developing the position description, please [submit a consultation request](#)). Be sure your position description uses the appropriate template: [Classified Staff Position Description \[PDF\]](#), [Professional Staff Position Description \[docx\]](#).
- Full background on purpose/reason for the position to be hired (this can be saved as an attachment to the form, or copied and pasted into the “Additional Information” section of the form.
- If you are not the Director of your unit, documentation that this action has been discussed and approved by your Director.

### While You Fill It Out...

Be sure to complete all required fields of the form.

For the “Pay Information” section of the form, you will propose an hourly rate for hourly positions (if the rate will be above the minimum wage). For salaried positions, payrate is not proposed, but will be confirmed and communicated back to the requestor once the form is reviewed and approved by the Senior Director (Kim Dinh) and the Unit Approver.

There is a specific section for you to upload the proposed position description. Please ensure you are using the correct template for the position description (links are provided in the form).

For the “Additional Information” section, provide all background and details on the purpose/reason for the position—the more information, the better! Full details and background will ensure a more efficient review/approval process.

For the “Additional Documentation” section, attach any associated forms, correspondence or other resources that would be helpful for the approvers and the EOHR to have when reviewing the request.