



HR Forms Guide

Position Authorization Request PAR



January 2021

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POSITION AUTHORIZATION REQUEST

AN OVERVIEW

The Position Authorization Request (PAR) form is filled out by a Supervisor or Administrative Support person. This document is used by UW Parkside, specifically for recruitment and posting the position. It allows the human resources department to begin the recruitment process.

If you should you have any questions, please contact the Human Resources at Ext. 2204 or hr@uwp.edu.

SECTION I

COMPLETION OF PAR FORM

Step 1: POSITION INFORMATION

- All boxes noted with the red bar need to be completed.
- If you do not know what the required information to be completed, please reach out to hr@uwp.edu

Position Information		
Department Name: <input type="text" value="Human Resources"/>		
Position Number(s): <i>Find this information from Blue Book and Manager.</i> <input type="text" value="1002"/>		
Salary Range: <input type="text" value="\$18.00"/> - <input type="text" value="\$21.00"/>		
Official State Position Title: <input type="text" value="Human Resources Assistant"/>	Official State Title Code: <input type="text" value="10410"/>	Working Title (If Any): <input type="text" value="Human Resources Assistant"/>
<i>Leave row blank if new position.</i>		
Name & Title of Former Incumbent: <input type="text" value="Latasha Robinson"/>	Termination Date: <input type="text" value="11/10/20"/>	Termination Reason: <input type="text" value="Resignation"/>
Appointment Type Requested: <input type="text" value="University Staff"/>		REMINDER: <i>All position requests must include a position description and organizational chart. All Faculty and academic staff positions require a minimal education degree (bachelor or advanced degree).</i>
Appointment Percent: <input type="text" value="100"/>		
<i>Note: To establish an appropriate job title, please contact the Human Resources Office.</i>		

Note: All items with the red bar, are required to complete.

Step 2: ATTACHMENTS

- Please upload the Job Description.

Attachments
Upload Job Description: <input type="button" value="Attach"/>
HR Specialist - Academic Staff.docx View Download Remove 12/15/2020 11:24 AM

Step 3: FUNDING

- Those with the **red bar**, is required to be filled in.

Funding

Department: G100512 Fund: 123 Program: 4 Project/Grant: Dist. %*: 100

Add Additional Funding

*Funding Distribution must always equal 100%.

Note the following for entering the digits:

- Department is 6 digits
- Fund is 3 digits
- Program is 1 digit
- Project is 7 digits

Step 4: RECRUITMENT PLAN

- Complete the Search Committee Chair, Department Contact Person and Administrative Support Staff. These fields will pull up the employee’s name.
- Search and Screen Committee Members:
 - Click on the Search Box and enter the last name > it will allow you to select the name in Select Member and click on Add Committee Member.
 - At least three members must be active UW Parkside employees
 - There is a section to add Non-UW Parkside members
- Please note the deadline date for receipt of applications. This date should include the length of time for the recruitment along with at least a week to process the PAR and post the position. Also, what you want the applicant to include when they apply.

Recruitment Plan

Search Committee Chair: Glass, Sheronda G* Department Contact Person: Menarek, Laura K* Administrative Support Staff: Chobanian Garza, Deborah A*

Search and Screen Committee Members:
 Your search and screen committee must consist of a diverse group of individuals (you may have no more than three individuals who work closely with the position).
 At least three (3) committee members must be active UW-Parkside employees.

UW-Parkside Member Search: galaviz Search

Select Member: GALAVIZ DALINDA Add Committee Member

Required UW-Parkside Members (3):

1. CHOBANIAN GARZA DEBORAH A
2. GLASS SHERONDA G
3. MCDONALD CHERI A
4. MENAREK LAURA K

Optional Non UW-Parkside Members: Add Non UWP Member

Deadline Date for Receipt of Applications:
 (must be at least 30 days for international hires)
 12/31/2020

What application materials do you want the applicant to provide?

Cover Letter / Letter of Interest CV / Resume Transcripts
 References Examples of Work Teaching Philosophy
 Teaching Evaluations Additional

Unclassified positions (i.e. Academic Staff and Faculty) will be announced on the UW-Parkside web page at the following address: <https://www.uwp.edu/explore/employment/>

Step 5: PROPOSED RECRUITMENT METHODS

- Please fill in the Funding Source.
- Check all Recruitment Sources you would like the position posted.
 - **Note: All membership and association sites are to be posted by the department.**

Proposed Recruitment Methods

Funding Source:

Recruitment Source
 Search will be conducted in the following geographic area(s). Please Check all that apply:

<input checked="" type="checkbox"/> Campus	Local: \$250 plus cost for newspaper ads
<input checked="" type="checkbox"/> Local	Regional/National: \$750 - this includes for the Chronicle OR Higher Ed plus cost for the diversity enhancer.
<input type="checkbox"/> Regional	
<input type="checkbox"/> National	

If a manager would like a special placement (trade magazine, diversity placement, LinkedIn, etc.), they will pay the cost of the ad placement plus 5%.

Notice in the "Chronicle of Higher Education"
 HigherEdJobs.com
 Advertisement in professional publications
 Notices sent to other institutional/laboratories/programs
 Recruitment at major professional meetings and conferences
 Other
 Newspaper advertisings
 Minority organizations/publications
 Position announcement sent to placement services at other institutions
 Other Recruitment Source(s)

Step 6: PAR APPROVAL AND COMMENTS

PAR Approvals

Dean / Director for Approval:

Hiring Authority for Approval:

Comments

Step 7: SUBMIT

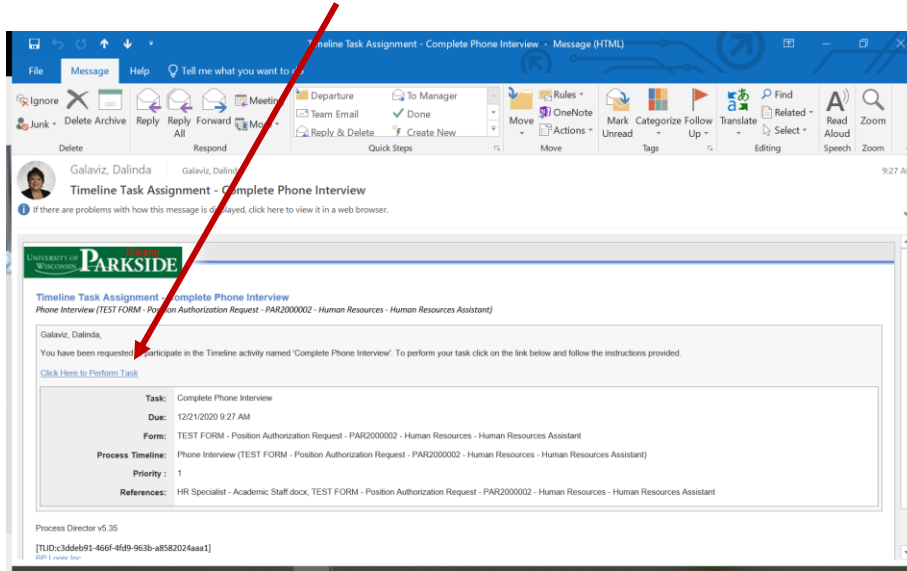
- Before you submit, please review all the entries entered.

SECTION II

PHONE INTERVIEW

Step 1:

- The Initiator and Administrative Support will receive customized instructions on how to proceed.
- The Initiator and Administrative Support will receive this notice to start the phone interview. [Click Here to Perform Task.](#)



Step 2:

- To start the phone interview process, click below on **Start Phone Interview Form.**

Position Authorization Request (PAR)

PAR2000002

Position Information		
Department Name: Human Resources		
Position Number(s): <i>Find this information from Blue Book and Manager.</i> 1002		
Salary Range: \$18.00 - \$21.00		
Official State Position Title: Human Resources Assistant	Official State Title Code: 19410	Working Title (If Any): Human Resources Assistant
<i>Leave row blank if new position.</i>		
Name & Title of Former Incumbent:	Termination Date:	Termination Reason:

Step 3:

- Complete the sections with the **red bar**.
- Upload your list of questions to be approved by Recruitment.

STEP 4:

- Note: Please list the candidates and ensure the justification for the interview is specific, i.e. the candidate has five years of human resources experience, candidate has three years of payroll, etc.
- Note: “Meets qualifications” is not a justification.
- You can add more than three candidates by clicking in **Add Additional Candidate**.

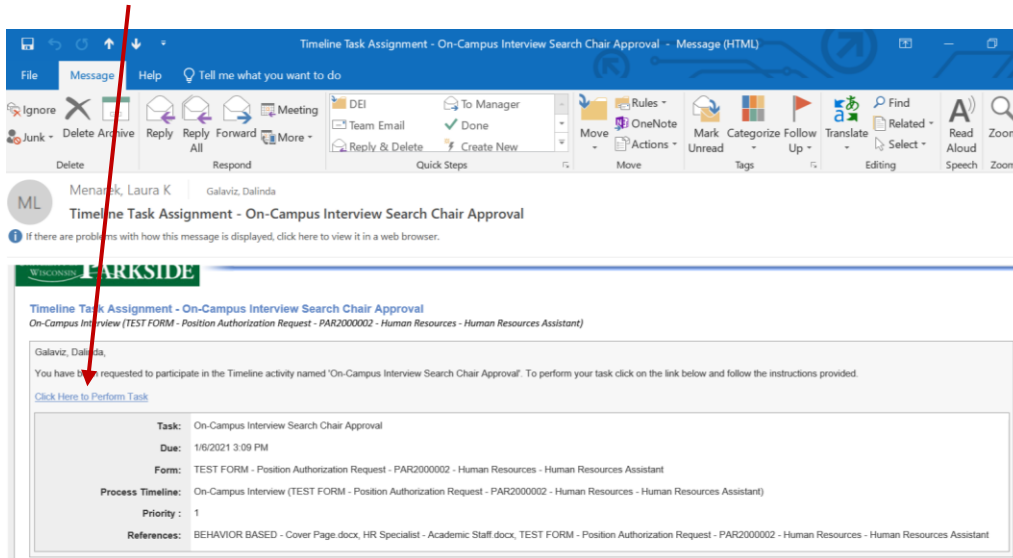
Step 5: SUBMIT

SECTION III

ON CAMPUS INTERVIEW

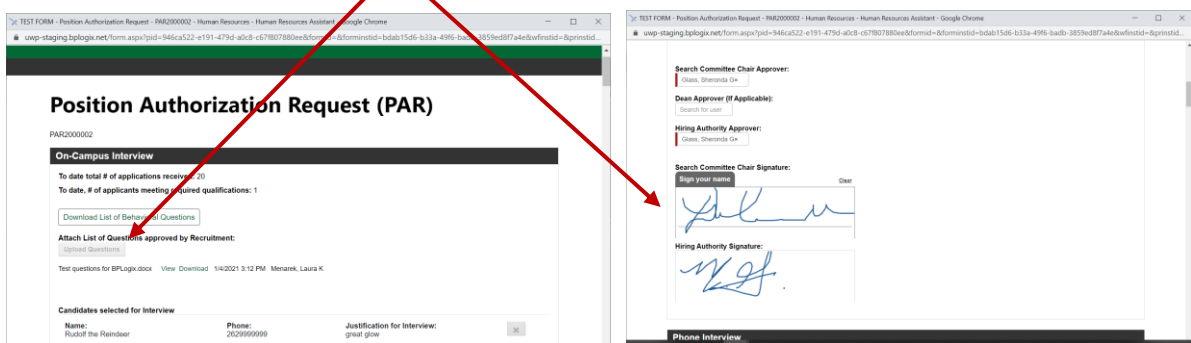
Step 1:

- The Initiator and Administrative Support will receive customized instructions on how to proceed.
- The Initiator and Chair will receive this notice to start the phone interview. [Click Here to Perform Task](#).

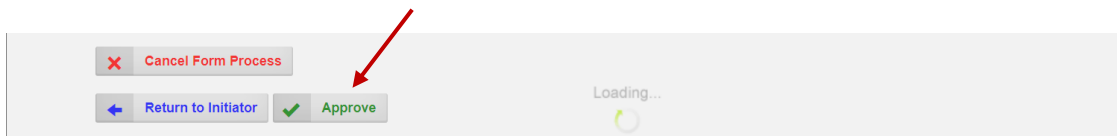


STEP 2:

- The Initiator or Chair will upload their list of questions for Recruitment to review and sign off for approval.



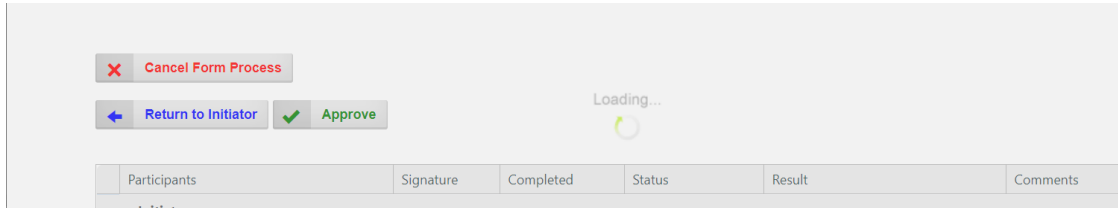
- When completed, click on approve.



STEP 3:

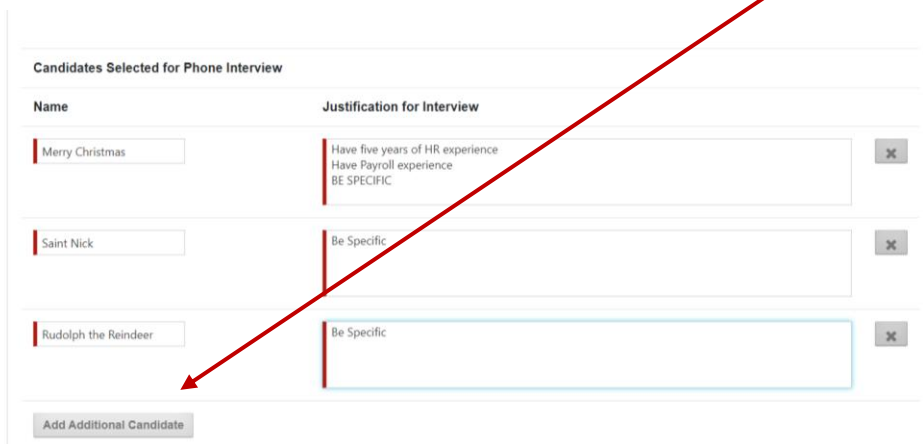
- The Recruiter will get notice to review the interviewing questions and approve to move forward to the Initiator and Chair to start the next steps.
- If the Recruiter denies the questions, they will send the notice back to the Initiator and Chair to provide additional information. There will be an area for the recruiter to enter the concern.

Step 4: APPROVE

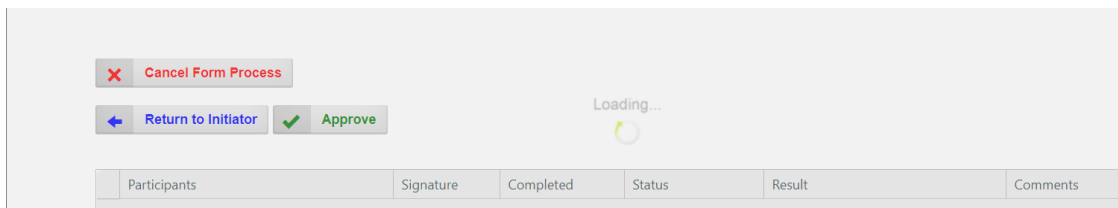


Step 5:

- Once the Initiator/Chair completes the interviews, they will enter the names and justifications for moving them forward to the Final Candidate step.
- **Note:** the justifications need to be specific, i.e. the candidate has five years of human resources experience, candidate has three years of payroll, etc.
- **Note:** “Meets qualifications” is not a justification.
- You can add more than three candidates by clicking in **Add Additional Candidate**.



Step 6: APPROVE

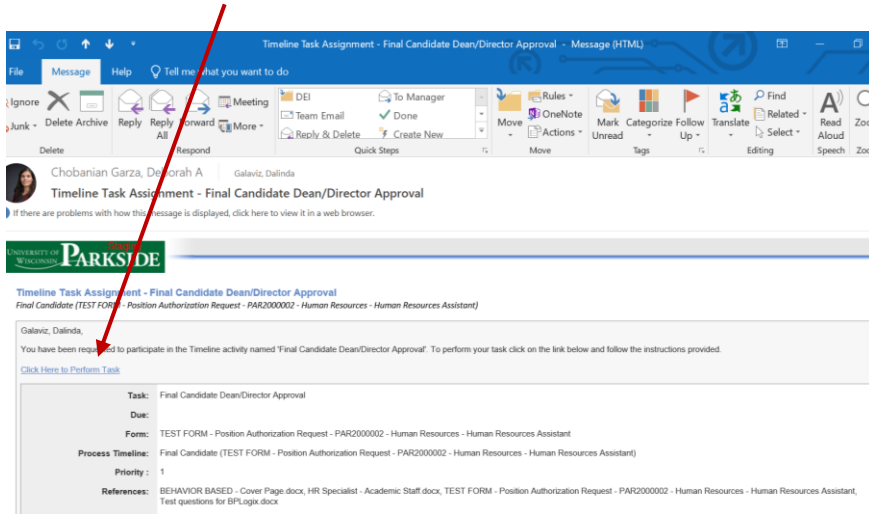


SECTION IV

FINAL CANDIDATES FORM

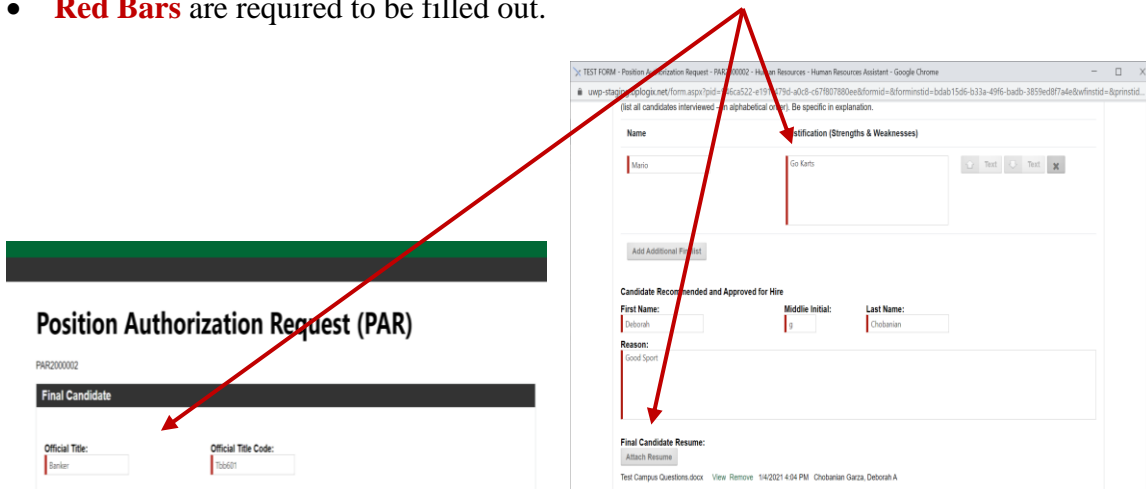
Step 1:

- The Initiator and Administrative Support will receive customized instructions on how to proceed.
- The Initiator and Chair will receive this notice to complete the Final Candidate Form – [Click Here to Perform Task](#).



Step 2:

- Once the final candidate has been selected, the Initiator and Chair will complete the final candidate form by entering their name and justification (*strengths & weaknesses*).
- Attach the Final Candidates Resume.
- **Red Bars** are required to be filled out.



Step 3:

- All signatures are required to hire the candidate.
- Again, attach the Final Candidates Resume.

Final Candidate Resume:

 Test Campus Questions.docx View Remove 1/4/2021 4:04 PM Chobanian Garza, Deborah A

Dean / Director Approver:

Hiring Authority Approver:

Dean/Director Signature:

STEP 4: APPROVE

- Once you sign off on the candidate, click on the approve button below.

Participants	Signature	Completed	Status	Result	Comments
Initiator					
Galaviz, Dalinda		12/15/2020	Completed		
Dean / Director Approval 12/15/2020 12:15 PM					
Glass, Sheronda G		12/15/2020	Completed	✓ Approve	
Hiring Authority Approval 12/15/2020 12:36 PM					
Glass, Sheronda G		12/15/2020	Completed	✓ Approve	

STEP 5: FINAL STEP

- **Form will be submitted to the HR. The Initiator and Chair will receive an email stating the candidate is approved to hire.**