



WISCONSIN
UNIVERSITY OF WISCONSIN-MADISON

Internal Recruitment Justification

1.	Prepared By:
	Job Posting Title:
	Official Title:
	Eligible Applicant Pool:
	Responsibilities:

2. Is there a unique skill set required for this position that can primarily be found within the university's or the school's/college's/division's workforce?
- In considering this question, we encourage you think beyond general familiarity with university structure/policy.
 - By default, internal recruitment opportunities are open to current Universities of Wisconsin employees. Should you wish to limit the applicant pool to UW-Madison employees or employees within your specific college/school/division, that reasoning should be explained here.

3. Why would recruiting from the currently-existing University workforce provide a significant advantage, or be critical to the success, for this position?

- a. Consider what transferable skills are applicable.
- b. If the desire is to only recruit from the current school/college/division workforce, then the justification should explain why that decision was made.

4. What efforts will be taken to ensure the applicant pool is as robust as possible?

- a. Think beyond posting on the internal jobs site. For example, consider targeted communication to employees in certain job titles/categories

***Please email completed forms to oeecp@ohr.wisc.edu and uwjobs@wisc.edu for approval**

Approvals

TA Signature:

Date:

OEEOCP Signature:

Date:

See more information at [Internal Recruitment Processes and Justification](#)