



Appointment Recommendation Human Resources, Morgan Hall, Rm 118 hr@washburn.edu

To: Human Resources Date _____

The interview process has concluded, and my recommendation for appointment is as follows:

Full Legal Name _____
(As shown on Social Security Card)

Preferred First Name* _____ **WU ID (if applicable)** _____
*(To be used in email address-if left blank, legal name will be used for email purposes)

Personal Email Address _____ **Personal Phone** _____

Address _____
Street City State Zip

Proposed Appointment Date _____ **Position Number** _____ **FTE** _____

Position Title _____ **Department** _____

Proposed Rate of Pay \$ _____ **Annual** **OR** **Hourly \$** _____ ☐ **10-month** ☐ **12-month**
Exempt Nonexempt

Campus Address _____
Building Room Phone No. (To be used in Campus Directory)

Employee to whom this position reports: _____
(This will establish approval queues for leave reporting, time entry, and performance reviews. If a second level of approval is required for time or leave reporting, please list that position title as well.)

Job-related reasons for this recommendation:

For Human Resources Use Only:

Recommended by:

Position Supervisor _____ Date _____

APPROVALS:

Department Head _____ Date _____

Dean/Director (as applicable) _____ Date _____

Area Head _____ Date _____

VP for Academic Affairs _____ Date _____

VP for Administration and Treasurer _____ Date _____

President _____ Date _____