FACILITIES SERVICES RECRUITMENT GUIDE

STEP 2: UWHIRES

Before creating a requisition in UWHIRES, an FS Position Request Form must be submitted and approved by the Facilities Employee Services (FES) Director. After this approval, designated staff then creates the requisition in UWHIRES.

The employment process for all staff employment programs is handled through the UW online hiring system, UWHIRES. Additional resources and a glossary defining each requisition field are online at: http://www.washington.edu/admin/hr/jobs/mgr/help/index.html or click on Help on the Manager Workbench.

When creating a requisition in UWHIRES, the system will auto-fill the approvers with the list below specific to Facilities Services.

1. FSFES (Place Holder for department Assistant Director or department designee)
2. FSFES (Place Holder for department Director)
3. Lori Natsume
4. Anne Marie Marshall
5. Reggie Taschereau
6. Donna Schmidt
7. Patricia Colaizzo
8. Katie Savoie
9. Jim Angelosante
10. Charles Kennedy (professional staff and supervisor and above only)

The first two approvers (FSFES) are place holders only and must be replaced with department specific approvers or deleted. Replace approver #1 (FSFES) with the department Assistant Director or designee and approver #2 (FSFES) with the department Director. Charles Kennedy’s name should be removed from the approval list if the position is not at the supervisor level or higher.

The only people who can make a change to a requisition are the creator of the requisition, the Hiring Manager, or the Central HR Employment Specialist.

After the final approval, the status of the requisition in UWHIRES will change from “pending approval” to “open,” and the Central HR Employment Specialist will be notified via email that the requisition is approved and ready for posting. The Central HR Employment Specialist will then post the position.