Waisman Center Post-Degree Training (PDT) Hiring Form

This form is to be completed for all research intern and research associate hires.

Please complete and return this form to Waisman Center Human Resources with a copy of the CV/Resume at least 7 – 14 days prior to the requested start date. New employees may not start working until all employment requirements have been met and HR has confirmed a start date.

If you have any questions about this form, please contact hr@waisman.wisc.edu.

Appointment Type: Research Associate

Last Name, First Name	Email Address	Phone Number

Street Address	City	State	Zip Code

Employee ID or Social Security Number **(Required)**	Date of Birth **(Required)**	Gender

Work Unit	Supervisor/Primary Approver

Annual Salary	FTE	Start Date	End Date (one-year max)	Funding Source(s)

Does this position require visa sponsorship? No

University policy requires criminal background checks for all appointments that have responsibility for vulnerable populations (e.g., research subjects, children and minors, patients, etc.), property access, or fiduciary duties.

Does this position require a criminal background check? No

Overview of Position, Responsibilities, and Training Purpose:

Signature of PI or Supervisor	Date