PERSONNEL REQUISITION FORM
COMPETITIVE RECRUITMENT

Name of Authorized Requestor: ___________________________ Phone: ___________________________ Date: ___________________________

Hiring Unit: _____________________________________________

Position Information
New or Vacant: ___________________________ Vacant? Provide information about previous incumbent: ___________________________

Justification to create/fill position:
Examples: Replace regular employee on leave, fill on a temporary basis while a search or reorganization takes place.

Anticipated Start Date: ___________________________ Job Location: ___________________________ FTE or Appointment %: ___________________________

End Date (optional): ___________________________ Appointment Basis: ___________________________

Will incumbent work at an overnight youth camp? ___________________________

Unclassified (Tenure/Tenure-Track or Fixed-Term)
Rank/Position Title: ___________________________
Job Title (if applicable): ___________________________

Classified
Employment Category: ___________________________
Proposed Classification (optional): ___________________________

Email draft position description to HSBC.HR@oregonstate.edu. Template located at http://fa.oregonstate.edu/hsbc/forms-resources.

Recruitment Information
Type of Recruitment: ___________________________

Contact name(s) to list in posting: ___________________________
Admin/committee support person: ___________________________
Name of search advocate (if utilized): ___________________________

Search Chair(s): ___________________________
Committee Members: ___________________________

Post Date: ☐ ASAP __________ Full Consideration*: __________ Close Date**: ☐ Until filled __________

*Optional. If utilized, must be at least 7 business days after post for classified, 14 calendar days after post for unclassified.

**Classified: at least 7 business days after posting. Unclassified: at least 14 calendar days after posting. As needed, indicate how many days to post rather than a specific date.
This position will be posted on the OSU Jobs website, however each unit/hiring manager is responsible for placing any other advertisement(s).

Advertising sources: □ Not Advertising Externally

SPECIAL NOTE for Tenure/Tenure-Track positions: A copy of the ad MUST be sent to HSBC HR as an editable Word document. Your request and ad will be reviewed by ISFS and they will share suggested guidelines that meet DOL criteria.

For all other positions, submitting the ad to HSBC HR for review is optional.

If the recruitment will utilize posting specific questions, send in an editable Word document to HSBC.HR@oregonstate.edu.

Comments

Funding Information

Proposed Full-Time Annual Salary Range: ________________________________

Unclassified: Post salary range posted for applicants to view? □

Estimated OPE cost (see note below): ________________________________

Index & Activity Code  % Salary

For information regarding calculation of OPE, please visit http://fa.oregonstate.edu/budget/budget-development-resources or send an email to BC.HealthSciences@oregonstate.edu.

Approvals

Department Head/Director: __________________________________________ Date: ____________

Dean: __________________________________________ Date: ____________

HSBC Budget Authority: __________________________________________ Date: ____________

Send fully signed form & requested attachments, along with a draft PD, to HSBC HR Manager, HSBC.HR@oregonstate.edu.