PERSONNEL REQUISITION FORM
SHORT TERM APPOINTMENTS

This form is to be used for short term (Academic Wage & Temporary) positions.

Please use the HSBC competitive personnel requisition form for limited duration classified positions.

Temporary: for meeting emergency, non-recurring or short-term workload. Duration should be 6 months or less.
Academic Wage: for completing short-term, non-recurring, non-teaching workload. Duration should be 90 calendar days or less.

Name of Authorized Requestor: □□□□□□□□□□ Phone: □□□□□□□□□□ Date: □□□□□□□□□□

Hiring Unit: □□□□□□□□

Position Information

Type: □□□□□□□□□□ Anticipated Start Date: □□□□□□□□□□ FTE or Hours Per Week: □□□□□□
Job Location: □□□□□□□□□□ End Date: □□□□□□□□□□ Will the scheduled hours fluctuate? □

Will incumbent work at an overnight youth camp? □

Describe the circumstances for this short-term, non-recurring, appointment and explain why hiring a regular employee is not reasonable at this time.

Examples: Replace regular employee on leave, fill on a temporary basis while a search or reorganization takes place, finish project

Will this position be filled through the competitive process or has an internal candidate been identified?

If you selected Internal Candidate, indicate how the candidate meets OSU's criteria for an internal candidate. Criteria at http://hr.oregonstate.edu/careers/recruitment-and-selection-resources/competitive-search-requirements.

Internal Candidate's Name and OSU ID

Name: □□□□□□□□□□ OSU ID: □□□□□□□□

Funding Information

Please note that the salary/hourly rate requested may not be what is approved. HSBC HR will contact supervisors if a different or higher rate of pay is required.

Salaried Appointments

Proposed Full-Time Annual Salary: □□□□□□□□□□ Estimated OPE: □□□□□□□□

Hourly Appointments

Proposed Hourly Rate: □□□□□□□□□□ Estimated OPE: □□□□□□□□

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.

Index & Activity Code % Salary

□□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□ □□□□□□□□□□
Email draft position description for short term appointment to HSBC.HR@oregonstate.edu.

**Competitive Recruitments**, continue to section titled Competitive Recruitment Information.

**Internal Candidates**, continue to section titled Approvals.

## Competitive Recruitment Information

<table>
<thead>
<tr>
<th>Contact name(s) to list in posting.</th>
<th>Admin/committee support person:</th>
<th>Name of search advocate (if utilized):</th>
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<th>Search Chair(s):</th>
<th>Committee Members:</th>
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Post Date: [ ] ASAP

Full Consideration*: [ ]

Close Date**: [ ] Until filled

*Optional. If utilized, must be at least 5 business days after post for temporary, 14 calendar days after post for academic wage.

**Temporary**: at least 5 business days after posting. **Academic Wage**: at least 14 calendar days after posting. As needed, indicate how many days to post rather than a specific date.

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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

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

## Approvals

<table>
<thead>
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<th>Department Head/Director:</th>
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<th>HSBC Budget Authority:</th>
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Send fully signed form & requested attachments, along with draft PD, to HSBC HR Manager, HSBC.HR@oregonstate.edu.