Personnel Requisition Form (PRF)  
Clinical Fellow Appointment  
Health Sciences Business Center (HSBC)

**INSTRUCTIONS**

1. Submit completed/signed Personnel Requisition Form (PRF) by email to HSBC.HR@oregonstate.edu for processing.  
   To avoid any processing delays, be sure to fully complete the form, especially the required fields (*).  
   *(NOTE: If submitting using DocuSign, send to the signing group HSBC Human Resources from the DocuSign Address book.)*

2. Submit draft Position Description as an editable Word file by email to HSBC.HR@oregonstate.edu.  
   *(NOTE: The Position Description template is available on the HSBC webpage under the "Other Forms" section.)*

3. Submit the recommended appointee's resume/CV as a PDF file by email to HSBC.HR@oregonstate.edu.

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### 1. Recommended Appointee Information

Recommended Appointee Name*: ___________________________________________________________  
OSU ID: __________________________

Comments: ____________________________________________________________

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### 2. Position Information

Name of Authorized Requestor*: _________________________________________________________  
Phone*: __________________________

Hiring Unit*: ____________________________________________________________  
Hiring Supervisor*: _________________________________________________________

Job Location*: __________________________  
Appointment Basis*: __________________________  
FTE or Appointment %*: __________________________

Anticipated Position Start Date*: _________  
Anticipated Position End Date: _________  

**MM/DD/YYYY**  
**MM/DD/YYYY**

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### 3. Funding Information

Please provide the funding information for this position.

- **IMPORTANT:** The Labor % must add up to a total of 100%.

<table>
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<th>INDEX*</th>
<th>ACTIVITY CODE</th>
<th>LABOR %*</th>
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Proposed Full-Time Annual Salary*: ____________________________________________

Estimated OPE Cost: ______________________________________________________________________

Contact the HSBC Finance Team at BC.HealthSciences@oregonstate.edu about OPE.  
**TOTAL LABOR % = __________________________**

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### 4. Approvals

Department Head/Director*: ___________________________________________________________  
Date: __________________________

Dean*: ___________________________________________________________  
Date: __________________________

HSBC Budget Authority*: ___________________________________________________________  
Date: __________________________

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### 5. Send the following to HSBC.HR@oregonstate.edu:

a. Fully completed/signed PRF.  
   *(NOTE: If submitting through DocuSign, send to the signing group HSBC Human Resources from the DocuSign address book.)*

b. PD Template as an editable Word File.

c. Resume/CV of recommended appointee as a PDF file.

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* Required Field

Revised: June 8, 2018