



OAKWOOD UNIVERSITY



PERSONNEL REQUISITION

Applicant's Name: _____ SS#: _____

Title of Position: _____ Department: _____

Supervisor: _____ Work Location: _____

Desired Hire Date: _____ New Position Yes No

Status: Full-time _____ hours Exempt* Faculty

Part-time _____ hours Non-Exempt Staff

Condition: Regular Temporary Contract (*external employer*)*

Starting Date: _____ Ending Date: _____

Federally Funded? Yes No If yes, source of funds: Title III _____ Other

Comment(s): _____

REQUESTED BY:

Department Head: _____ Date: _____

Academic Dean: _____ Date: _____

APPROVED BY:

Account Number: _____ Amount: _____

Sponsored Programs: _____ Date: _____

Title III Director: _____ Date: _____

Division Officer: _____ Date: _____

V.P. for Financial Affairs: _____ Date: _____

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Posting Number: _____ Remuneration Percentage: _____

Filled by: New Hire Internal Agency*

Start date: _____ Starting Salary: _____

Comments: _____

Approved: _____ Date: _____

DIRECTOR, HUMAN RESOURCES

*Contract Hire, Do not place on payroll

Approved: _____ Date: _____

PRESIDENT