

Personnel Requisition Position Description

PROJECT NO. _____ TASK NO. _____ AWARD NO. _____		OFFICIAL TITLE AND SALARY GRADE		VACANCY NO.	RF REQ NO.
		ORACLE ORGANIZATION		SUPERVISOR	
____ FIRST APPOINTMENT TO POSITION ____ REPLACEMENT		NAME OF PREVIOUS INCUMBENT		HOURS OF WORK From _____ ^{AM} / _{PM} To _____ ^{AM} / _{PM}	
DESIRED STARTING DATE	SALARY/ WAGE RANGE	ANNUAL	TO BE INTERVIEWED BY		DAYS OF WEEK:
		HOURLY	LOCATION OF INTERVIEW		HOURS PER WEEK:
Location in hospital? Yes No			TELEPHONE EXTENSION		
Service in hospital? Yes No			MAIL STOP CODE		
QUALIFICATIONS REQUESTED					
INDICATE MINIMUM EDUCATION, TRAINING, WORK EXPERIENCE, ETC. REQUIRED:					
INDICATE ANY ADDITIONAL EDUCATION, TRAINING, WORK EXPERIENCE, ETC. THAT MIGHT BE PREFERRED:					
DESCRIPTION OF POSITION TO BE FILLED					
TO HELP IN RECRUITING FOR THIS POSITION, DESCRIBE BRIEFLY THE DUTIES AND RESPONSIBILITIES. CONTINUE ON A SEPARATE SHEET IF ADDITIONAL SPACE IS REQUIRED.					
EST. PCT. EFFORT	JOB DETAILS				
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SIGNATURES AND APPROVALS REQUIRED					
PRINCIPAL INVESTIGATOR/DATE			DEPARTMENT CHAIR/DATE		
VICE PRESIDENTIAL APPROVAL/DATE					
FOR OFFICE OF RESEARCH ADMINISTRATION USE ONLY					
CLASSIFICATION & COMPENSATION APPROVAL			DATE		FUNDS AVAILABILITY APPROVAL
					DATE
APPROVAL TO RECRUIT		DATE	SALARY RANGE		CANDIDATE SELECTED
COMMENTS					