

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

Employment Request Form

Date _____

Emp Req # _____

Position # _____

New Position ___ No ___ Yes *If yes, attach job description.*

Replacement for _____

Department _____

Account Name _____

Account Number _____

Current Title/Rank _____

*Requested Title Change _____

Requested Salary Range \$ _____ to \$ _____

Specific salary is requested on Employee Transaction form and must be confirmed by Human Resources prior to making a job offer.

Approved Salary Range \$ _____ to \$ _____

(Director of Human Resources recommendation)

Beginning date of Employment _____

Check One:

- ___ Regular Full-time (.75 - 1.0)
___ Temporary Full-time (.75 - 1.0)
___ Regular Part-time
___ Temporary Part-time

Check One:

- Faculty:
___ Tenured
___ On Tenure Track
___ Not on Tenure Track
___ Professional
___ Support/Non-classified
___ Graduate Assistant
___ Technical/Paraprofessional

Check One:

- ___ Full-time = 1.00 FTE (40 hrs/wk)
___ 3/4 time = 0.75 FTE (30 hrs/wk)
___ 1/2 time = 0.50 FTE (20 hrs/wk)
___ 1/4 time = 0.25 FTE (10 hrs/wk)
___ Other _____ FTE

Check One:

- ___ 10 month
___ 12 month

Finance Office Use Only:

Account # _____

Position # _____

Budgeted Title _____

Budgeted Salary _____

Available Budget for Replacement \$ _____

___ Copies Made and Routed _____

Human Resources Use Only:

Benefits: ___ Eligible (Full-time personnel are eligible)
___ Ineligible

___ Exempt ___ Non-exempt

- ___ (1) Executive ___ (7) Clerical/Secretarial
___ (2) Administrative ___ (8) Technical/Paraprofessional
___ (3) Managerial ___ (9) Skilled Craft
___ (4) Faculty ___ (10) Service/Maintenance
___ (5) Adjunct ___ (11) Graduate Assistant
___ (6) Professional ___ EEO Code _____

Director of Human Resources

Form Prepared By _____ Ext _____

*If this employment request includes a change(s), such as title or job duties, justification and the current and updated job description in standard university format must accompany the request. All new positions must be authorized by the President.

NOTE: Department must complete position information and advertising sections on back of this form.

RUSO NEPOTISM POLICY 5.12 should be reviewed for compliance.

(1) _____ Date
Department Head or Supervisor

(4) _____ Date
Director of Finance/Controller

(2) _____ Date
Dean

(5) _____ Date
Vice President Business Affairs

(3) _____ Date
Vice President

(6) _____ Date
President

POSITION INFORMATION / DATA
(Skills and Education Must Match Job Description)

Skills Required: _____

Skills Preferred: _____

Educational Qualifications Required: _____

Educational Qualifications Preferred: _____

Justification for Position: _____

If applicable - Justification for Waiving Recruitment (Required approval by Affirmative Action Officer): _____

ADVERTISING

HR maintains Technical/Paraprofessional, Clerical/Secretarial, Service/Maintenance and Police Officer applicant pools that should be reviewed prior to advertising.

Attach a copy of the announcement that will publicize vacancy. Preferred advertising for the position will be as follows:

Local Durant Daily Democrat Herald-Democrat (*Sherman-Denison*) McAlester News Capital Madill Record
 McCurtain County News Other _____
 State The Black Chronicle Daily Oklahoman Oklahoma City Herald (*Minority Publication*) Other _____
 National INSIGHT Into Diversity Diverse Issues in Higher Ed Hispanic Outlook Tribal College Journal
 Website(s) Southeastern HigherEdJobs.com Other _____

Publishers require advanced notice that varies from 2 to 7 days for newspaper ads or 1 to 2 months for professional publication ads.

Please provide name, day of publishing, address, telephone & fax numbers, Federal Employer Identification number if you prefer other advertising:

Name of search committee chair, members, and/or interviewer: _____

Human Resources Use Only:

RECRUITMENT REPORT

() New Hire () Promotion () Transfer

	Individual Hired		Race		Sex		Degree		Start Date		Status				
Rationale for Selection (Explicit statements relative to qualifications for the job. Attached additional page if necessary):															
Attach additional page(s) providing names, race, and sex of all applicants. (All individuals applying for the position must be listed. Use "Y" to indicate those interviewed and indicate their ranking with a number)															
APPLICANT SUMMARY (Include all individuals submitting a resume or application for the position)															
	White		Black or African American		Hispanic of Any Race (includes Latino)		Asian		American Indian or Alaskan Native		Two or More Races		Unknown Race		Unknown Gender
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Interviewed															
Not Interviewed															
TOTAL															
Form Prepared by								Ext No.							
Affirmative Action Officer								Date							