



## **REVISED PERSONNEL REQUISITION FORM/PROCESS**

During the past year University wide performance in executing the completion of the Office of Human Resource's Personnel Requisition form has indicated signs of perhaps confusion and misunderstanding in the execution of completing the form causing unnecessary delays, loss of process time and the ability to expeditiously launch recruitment efforts to assist all colleges and departments in reaching their recruitment objectives in a time of significant growth in the human capital of the university.

Going forward the attached revised Personnel Requisition Form is to be used in all personnel requisition transactions. In the event your area has saved the old form on your desktop or in document files, please replace the old form with the newly revised form, which is also located on the OHR Website, in the FORMS Section.

Special notations or remarks as needed should be inserted in the "SPECIAL REMARKS" section. Specific education requirements must be noted in the section provided and should be contained in the job description.

With respect to recruiting strategies it is imperative your recommended resources be noted and must be accompanied with the correct "ACCOUNT NUMBER". All appropriate signatures must be included before submission to the Manager, Employment/Recruitment, or Human Resources Administrator. We believe with the proper disciplined execution this revised process can greatly enhance the Employment Office's ability to provide the highest quality and timely response time possible.

Sections embraced in the blue border not completed correctly, or the absence of the required signatures, will result in the return of the Personnel Requisition Form to the hiring authority area for correction before any employment action can occur. Instructions will surface as you click on each of these sections. The sections titled Employee Class and Position Class will be completed by the OHR Employment Office.

Your cooperation and commitment to much needed improvement in this critical area is greatly appreciated and in turn will result in positive returns for each respective College and Department. Questions should be directed to Cherie Dabbs, Manager, Employment/Recruitment and/or Sherry Bale, Human Resource Administrator in the OHR Employment Office.

Utilization of this newly revised process is effective Friday, November 24, 2008.

Thank you,

Thomas G. Fox, PHD,

Senior Vice President