

**NEW PERSONNEL/POSITION REQUEST FORM**  
**Department of Microbial Infection and Immunity**

Requested Start Date\*: \_\_\_\_\_

\*Start Date is approximate and will be determined by time required for background checks and HR posting/processing

For Staff position:      Fulltime?  Yes  No      If no, % of appointment: \_\_\_\_\_%

Proposed Job Title: \_\_\_\_\_

For Student position, identify role:

Hourly-paid student; typically an undergrad student.

Student's Academic Program: \_\_\_\_\_

Rotation student: Unpaid. Short-term, usually 4-6 weeks.

Student's Academic Program: \_\_\_\_\_

Trainee student: Unpaid. Conducts long-term research in lab required by academic program (e.g. BSGP, MICRO).

Student's Academic Program: \_\_\_\_\_

Volunteer: Unpaid; typically does not have any current OSU affiliation.

Appointment Length (e.g. 6-week rotation, 1 year temporary, ongoing): \_\_\_\_\_

Preferred/Identified Candidate Information (if applicable):

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_

OSU Email: \_\_\_\_\_ **AND** Non-OSU Email: \_\_\_\_\_

Employee Being Replaced (if applicable): \_\_\_\_\_

Funding Source (for paid positions). Provide Workday worktags(s), if known; if more than one source, show % on each.

Additional Information / Comments (as needed): \_\_\_\_\_

Principal Investigator Name: \_\_\_\_\_

PI Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (digital or wet ink)

Form Completed By (if other than PI): \_\_\_\_\_

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Submit completed form to: Lisa Margeson (lisa.margeson@osumc.edu)

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*New personnel may not begin working until clearance to do so has been provided by an HR Partner or MI&I Admin Staff.  
Also note: All paid employees must receive and sign a letter of offer, and complete required clearances (e.g. background check, health screening) before work can begin.*