

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): _____

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

*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.*