THE RESEARCH FOUNDATION
The State University of New York

Personnel Requisition

PROJECT NO. _____ TASK NO. _____ AWARD NO. _____	OFFICIAL TITLE AND SALARY GRADE	VACANCY NO.	RF REQ NO.
	ORACLE ORGANIZATION	PROJECT DIRECTOR/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 WEEKLY HOURLY	TO BE INTERVIEWED BY: LOCATION OF INTERVIEW: TELEPHONE EXTENSION:	DAYS OF WEEK: HOURS PER WEEK:
Location in hospital? ☐ Yes ☐ No Service in hospital? ☐ Yes ☐ No				

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

SIGNATURES AND APPROVALS REQUIRED

PROJECT DIRECTOR/DATE	DEPARTMENT CHAIR/DATE	VICE PRESIDENTIAL APPROVAL/DATE

FOR OFFICE OF RESEARCH ADMINISTRATION USE ONLY

AFFIRMATIVE ACTION WAIVED ❑ YES ❑ NO DATE		POSTING WAIVED ❑ YES ❑ NO DATE	
CLASSIFICATION & COMPENSATION APPROVAL DATE		FUNDS AVAILABILITY APPROVAL DATE	
APPROVAL TO RECRUIT DATE	SALARY RANGE	CANDIDATE SELECTED	
COMMENTS			

Revised: 6/04