## **Request to Staff Position**

Home Department Name and Number		Division Code:	Date:	Posit	ion Number
Request to Staff:					
New Position Vacant Position	Permanent	Temporary (less	than 6 Months)	Position at	[ ] % FTE
3. OSU Working Title/Generic Job Title :		Class Code: EEO Cod	de: Appointment Po From	eriod To	
If "vacant", provide data on the person leaving the position Name:     Race: Sex:	on: Salary :	Date Vacating:	5. Date po	sition will be filled	by:
Name of newspaper, journal, or other media  ATTACH COPY OF THE ANNOUNCEMENT	lational	6. Salary: (12-Digit Account Research: Instruction:	per Month	n / Year Percentage of Sa (from the Acc	
8. Requesting Waiver		Extension: Support Svcs:			
9. Rationale for waiving recruitment (if appropriate)		1			
10. Justification to continue/create position:					
11. Name of Search Committee Chairperson:		12. Form Prepared by: Campus Mail Address:		Phone:	
APPROVED BY:		APPROVED BY:		Date:	
Affirmative Action Director  Recruitment Report					
INDIVIDUAL HIRED: RACE:	: SEX:	DEGREE	START DATE:	STATUS	New Hire Promotion Transfer
Rationale for Selection (Explicit statements relative to qualifications for the job. Attach additional page if necessary)  Email candidate spreadsheet providing names of all applicants and individual disposition codes to eeo@okstate.edu. For further instructions					
visit the EEO Website	mcants and m	aividuai disposition code			
Copy of Page(s) in which Ad Appeared Attached YES FORM PREPARED BY: PHONE  I hereby certify that the recruitment effort followed University Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, national origin, veteran status, or disability was not considered among the factors which led to the choice of the person selected to fill position. Records of all recruiting efforts (Applications, personal contacts, publicity, and telephone call records) will be kept for five years. Additionally, I affirm that adequate reference checks have been conducted regarding the professional qualifications and credentials of the applicant					
	or Authorized C			ive Action Directo	or Date
Complete and sign this bottom portion only after the position has been filled					