



# WESTERN OKLAHOMA STATE COLLEGE

## Request for Personnel Position or Position Changes

Purpose of this form is to document changes in personnel or filling vacant/new positions. This form is to be completed for all vacant/new positions and changes to salary, classification or title change, except adjunct and college work-study.

**Check all that apply:**

- New Position       Vacant Position       Reclassification       Rehire
- Promotion       Salary Adjustment       Title Change       Department Change
- Temporary/Seasonal      Dates: From \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
**Employee Name** **Approximate Start Date**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Department**

**Recommended Salary\*:** \$ \_\_\_\_\_  Annual  Hourly **and**  Full-Time  Part-Time

\* See Personnel for salaries on new personnel

*Upon verifying the above information, please sign and date where appropriate and forward.*

Department Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean (if appropriate): \_\_\_\_\_ Date: \_\_\_\_\_

Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_

## Return to Personnel, Office A6

For Personnel Use Only	
<input type="checkbox"/>	Notify Supervisor
<input type="checkbox"/>	Background Check
<input type="checkbox"/>	Scan to documents

\_\_\_\_\_  
**Official Start Date**