



WESTERN OKLAHOMA STATE COLLEGE

Request to Fill Personnel Position

This form is to be completed **prior** to the posting, advertising or interviewing of all positions except for adjunct, overload and college work-study employees.

Position Title: _____

Requesting Department: _____

Anticipated Start Date: _____

Is this a replacement position Yes No
If yes, for whom? _____

Is the position currently budgeted? Yes No
If no, has approval been received to increase budget allocations? Yes No

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"/>	Scan to documents
<input type="checkbox"/>	WOSC jobs.com
<input type="checkbox"/>	Higheredjobs.com
<input type="checkbox"/>	WOSC Job Board
<input type="checkbox"/>	Other: