

# Personnel Request Form



# FAIRLEIGH DICKINSON UNIVERSITY

Date Needed

Job Title  Campus  Grade

Budget Acct ID & Object Code  Dept./College  Salary/Range

**Advertising costs automatically charged to the hiring dept. unless noted below. External Advertising Requested & Approved by Department Head. FT Students are ineligible to apply for staff position.** GL Number

- Full Time       Part Time       Temporary       On Call
- Exempt       Non-exempt
- Faculty       Professional       Staff
- Annual       Weekly       Hourly
- 9 Month       10 Month       11 Month       12 Month

**Status - select on e response from each column**

If temporary, length of time? Cannot exceed six months

**Change in Position**  Yes  No **if change in position, attach revised job description**

Replacement     Increase in workforce

Name

- Termination      Reason       Transfer
- Promotion       Leave of Absence

Reason

Date of Occurrence

Requested by

Signature

CV/resume delivery e-mail address

Title

Date Requested

Mail Stop  Phone Extension

**Approvals**

Chair/Dept. Head/Dean  Date

Provost/Vice President  Date

CFO & COO  Date

**For Human Resources Use**

Job Number  Grade  Salary Range  HR Approval & Date

Ad's Placed  Costs  Date