

WINTHROP UNIVERSITY

Personnel Requisition (Non-Teaching Positions)

Department: _____ Today's Date: _____

Replacement for: _____ Date Needed: _____

Position Title: _____ Position Number: _____

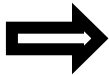
POSITION STATUS (check one)	TYPE OF POSITION (check one)
<input type="checkbox"/> FULL- TIME <input type="checkbox"/> PART-TIME # of hours/week _____	<input type="checkbox"/> CLASSIFIED STAFF <input type="checkbox"/> TEMPORARY STAFF <i>(must complete position description)</i> Beginning date _____ Ending date _____ <input type="checkbox"/> GRANT-FUNDED <i>(must complete checklist for grant funded)</i>

NAME OF NEWSPAPER/PUBLICATION TO PLACE AD (if desired by hiring supervisor): _____

(Department will be notified by Human Resources to contact newspaper/publication with procurement card number for ad payment)

BANNER FUND & ORG CODE TO CHARGE THE COST OF JOB VACANCY NOTICES (REQUIRED):

(Approximately 170 copies of the vacancy notice will be printed. This number is enough to post on and off campus, to provide to applicants as needed, and to mail to the affirmative action recruitment list.)



BANNER FUND CODE: _____ **ORG CODE:** _____

JUSTIFICATION FOR FILLING POSITION: _____

SPECIAL QUALIFICATIONS DESIRED/COMMENTS: _____

TO BE INTERVIEWED BY: _____ **PHONE #:** _____

FOR HR OFFICE USE ONLY	APPROVALS	
	SIGNATURE	DATE
	SUPERVISOR:	
	DEPT. HEAD/DEAN:	
	BUDGET:	
	VICE PRESIDENT:	
	HR:	
	PRESIDENT:	

WINTHROP UNIVERSITY
Checklist for Filling
Grant-Funded Non-FTE Positions

Position Title: _____

Program Title: _____

Grant Program Director: _____

Directions: This form must be completed by the director of the grant and confirmed by a representative from the Budget and Grant Accounting Office before being forwarded to the Office of Human Resources for posting/recruiting.

It is the responsibility of the director of the grant to review the information below with the potential employee either before or at the time an offer of employment is extended.

According to the terms of the grant, an employee hired into this position will be eligible for the following benefits which will be funded by the grant (check all that apply):

- Health insurance
- Dental insurance
- South Carolina Retirement System
- Sick and annual leave
- Payment for unused annual leave upon termination of employment

Grant information provided by (signature of director of grant): _____

Grant information confirmed by the Grants Office (please initial): _____

WINTHROP UNIVERSITY

POSITION DESCRIPTION

Department _____

1. JOB PURPOSE:

2. ESSENTIAL* AND MARGINAL FUNCTIONS:

(* List the most important job tasks first; use an asterisk to indicate each essential task)

**Percentage of
Time**

3. MINIMUM TRAINING AND EXPERIENCE REQUIRED:

4. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

5. COMMENTS:

6. THIS DESCRIPTION WAS COMPLETED BY:

NAME / DEPARTMENT

7. HR ACTION:

CLASS CODE _____ GRADE _____

CLASS TITLE _____

Date _____