

**NEW PERSONNEL/POSITION REQUEST FORM**  
**Department of Microbial Infection and Immunity**

**Requested Start Date\*:** \_\_\_\_\_

\*Start Date is approximate and will be determined by time required for background checks and HR posting/processing

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**For Staff position:** Fulltime?  Yes  No If no, % of appointment: \_\_\_\_\_%

Proposed Job Title: \_\_\_\_\_

Appointment Length (e.g. permanent position, 1 year temporary): \_\_\_\_\_

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**For Student position:**

**Student's Academic Program:** \_\_\_\_\_

**Identify Role:**

- Hourly-Paid Student:** Typically an undergrad student.
- OSU Rotation Student:** Unpaid. Short-term rotation, usually 4-6 weeks.
- OSU Research Contributor:** Unpaid; trainee. Conducts long-term research required by trainee's academic program (e.g. BSGP, MICRO).
- Volunteer:** Unpaid. Does **not** have any current OSU affiliation.

**Expected length of time lab** (e.g. 6-week rotation, 2 years): \_\_\_\_\_

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**Identified Candidate Information (if applicable):**

Name: \_\_\_\_\_ OSU ID #: \_\_\_\_\_

OSU Email: \_\_\_\_\_ **AND** a Non-OSU Email: \_\_\_\_\_

**Employee Being Replaced (if applicable):** \_\_\_\_\_

**Funding Source (for paid positions).** Provide Workday worktags(s), if known; if more than one source, show % on each.

\_\_\_\_\_  
**Additional Information / Comments (as needed):** \_\_\_\_\_

\_\_\_\_\_  
**Principal Investigator Name:** \_\_\_\_\_

**PI Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Signature (digital or wet ink)

**Form Completed By (if other than PI):** \_\_\_\_\_

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Submit completed form to: Lisa Margeson (lisa.margeson@osumc.edu)

*New personnel may not begin working until approval to do so has been provided by an HR Partner or MI&I Admin Staff.*