

**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

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

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

If Student, identify role:

- Undergrad hourly-paid student
- Rotation student: short-term, usually 4-6 weeks; unpaid  
Academic Program: \_\_\_\_\_
- Volunteer Student: conducts long-term research in lab, required by degree program (e.g. BSGP, MICRO); unpaid  
Academic Program: \_\_\_\_\_
- Other Volunteer; unpaid (usually does not have a current OSU affiliation)

Length of Appointment (e.g. 6 months, 2 years, ongoing): \_\_\_\_\_

Preferred/Identified Candidate Information (if applicable):

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

OSU Email: \_\_\_\_\_ **and** Non-OSU Email: \_\_\_\_\_

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

Funding Source (for paid positions). Provide chartfield/project number(s), if known; if more than one, show % on each.

\_\_\_\_\_

Principal Investigator: \_\_\_\_\_

Daily Supervisor/Timesheet Approver (if other than PI): \_\_\_\_\_

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

\_\_\_\_\_

PI Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

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

-----

Submit completed form to: Lisa Margeson (lisa.margeson@osumc.edu), 705 BRT

-----

*New personnel may not begin working until clearance to do so has been provided by an HR Partner or MI&I Admin Staff.  
Also note: All paid employees must receive and sign a letter of offer, and complete required clearances (e.g. background check, health screening) before work can begin.*