



**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
PERSONNEL REQUISITION**

Department: _____ Date: _____

Position Location: Building: _____ Room Number: _____

Position Title: _____ Account No: _____

Budget Position Number: _____ F.T.E.: _____

Regular: _____ Temporary: _____ Full-time: _____ Part-time: _____

Desired Effective Date: _____ If Temporary, Ending Date: _____

Working Hours: _____ Working Days: _____

Please describe briefly the essential functions of the position: _____

Other duties and responsibilities: _____

Please identify the specific minimum qualifications required for the position: _____

Applicants will be interviewed by _____ who is located at Building _____ Room Number _____ and whose telephone no. is _____, and fax no. is _____.

APPROVALS

Dean, Director or Department Head _____ Date

Vice President, Dean or Administrator _____ Date

UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
STAFF RECRUITMENT HISTORY FORM

University Position Title: _____
 USA Medical Center Department: _____
 USA Children's and Women's Hospital Requisition Received: _____

Recruitment Sources:

Alabama State Employment _____ Private Employment Agencies _____
 Internal List _____ Newspaper _____
 External List _____
 Publications _____
 Other _____

Applicant Name	Interview Date	Referral Date	Race Code	Sex Code	Hired	Comments