

# WINTHROP UNIVERSITY

## Personnel Requisition (Staff Positions)

<b>Department:</b>		<b>Today's date:</b>	
<b>Position title:</b>		<b>Position vacant as of:</b>	
<b>Replacement for:</b>		<b>Current salary:</b>	
<b>Budget # for source of funding salary difference (if needed):</b>		<b>Proposed salary:</b>	
<b>Justification for proposed salary:</b>			
<b>Position Status (select one)</b>		<b>Type of Position (select one)</b>	
<b>Full-Time</b>  <b>Part-Time</b> # of hours/week _____		<b>Classified Staff</b> <b>Unclassified Staff</b> <b>Temporary Staff</b> <i>(must complete position description)</i> Begin date: _____ End date: _____ <b>Grant-Funded</b> <i>(must complete checklist for grant funded)</i>	
<b>Name of newspaper/publication to place advertisement (if desired by hiring supervisor) as well as the Winthrop website:</b>			
Newspaper*: _____		Other publication*: _____	
<i>*Department will be notified by Human Resources to contact newspaper/publication with procurement card number for ad payment</i>			
<b>Justification for the need to fill the position at this time:</b>			
<b>Urgent:</b> Yes      No      If yes, why?			
<b>Indicate how duties will be covered until position is filled:</b>			
<b>To Be Interviewed By:</b>		<b>Phone #:</b>	
<b>Budget Office USE:</b>	<b>Budget Position #:</b>	<b>Current Budgeted Funding:</b>	
<b>FOR HR OFFICE USE ONLY</b>	<b>APPROVALS</b>		
St Position #: _____  Class: _____  Slot: _____	<b>SIGNATURE</b>		<b>DATE</b>
	SUPERVISOR:		
	DEPT. HEAD/DEAN:		
	BUDGET:		
	HR:		
VICE PRESIDENT:			

# 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 \_\_\_\_\_

**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):** \_\_\_\_\_