

Staff Recruitment Approval Form

OSU System positions will be recruited on an exception basis and only upon the review and approval of the Position Review Committee. Approval is required prior to posting regardless of funding source. **Please include an organization chart when submitting this form.**

Section 1: Requestor Information

Name and Title of Requestor: _____

Department/College/Division: _____

Date of Request: ____ / ____ / ____

Section 2: Position Details

Job Title and Position Number: _____

Anticipated Hiring Date: ____ / ____ / ____

☐ New ☐ Vacant/Existing ☐ Vacancy due to Promotional Waiver

If vacant, how long has the position been vacant? _____

Section 3: Business Rationale for Recruitment

Please provide a detailed explanation of the business need, including how this role supports departmental or organizational goals. In the event this position has been vacant for more than three months, please detail how these responsibilities have been covered and why this is no longer tenable.

Section 4: Financial Information

Funding Method:

☐ E&G Budget ☐ Auxiliary Budget ☐ Grant-Funded ☐ Other (please specify): _____

Was this position included in the FY26 budget?

☐ Yes ☐ No

Please include details to help the committee understand how the position will be funded and what overall budgetary implications may be expected. If the position is grant-funded, please include grant length and award amount. The source of funding should be recurring and not a one-time funding source.

Fund(s) and percentages: _____

Source of funding:

Anticipated Annual Salary Cost: \$_____

Section 5: Approvals

Position Review Committee Approval:

_____ Date: ____ / ____ / ____