

**BURRELL COLLEGE**  
*of*  
**OSTEOPATHIC MEDICINE**  
**PERSONNEL POSTING REQUISITION FORM**

Position to be posted: \_\_\_\_\_

Location:  New Mexico Campus  Florida Campus      Type:  Internal  External

Department: \_\_\_\_\_ Date to Posted: \_\_\_\_\_

Proposed Salary: \_\_\_\_\_ Date to be Hired: \_\_\_\_\_

Classification:  Full time  Part time  Temporary      FTE: \_\_\_\_\_

Additional Information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please attach the following:**

Job Description     Job Posting Draft     Posting Sources: \_\_\_\_\_

Requested by: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Assistant Vice President of Human Resources      Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Campus Dean - Florida      Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
Chief Academic Officer      Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
President      Date: \_\_\_\_\_

*For HR/Finance use only*

Is position requested in approved budget?       YES       NO

Salary verified/budget: \_\_\_\_\_ (Controller/CFO)

Which month is position approved to be hired in? \_\_\_\_\_