



**HUMAN RESOURCES**  
 Personnel Action Form  
**Hire/Rehire**  
*Sample: Hire FT 9 Month Faculty*

Empl ID or  
SS# if New Hire: 1234567

Date Prepared: 12/1/2009

Preparer's Initials: LKM

**PERSONAL DATA**

Prefix DR.	First Name JOHN	M.I. M.	Last Name DOE	Suffix JR
Street Address 1234 ANY STREET		City AKRON	State OH	Postal Code 44325

**JOB DATA**

Start Date 1/11/2010	End Date (if temp)	Action HIRE	Reason REG- REGULAR	Fac Tenure Elig Date Fall 2016
Job Req # 4321	Position # (reg) 1234	New or Indicate Previous Incumbent J. SMITH	Job Function FACULTY	Job Family TEF - TEACHING FAC
Campus and Department AKRON MARKETING		Temp/Reg REG	Full Time/ Part Time FULL TIME	Standard Hours 40
Primary Title ASSISTANT PROFESSOR, MARKETING & INTERNATIONAL BUSINESS				
Secondary Title(s)				

**COMPENSATION**

	Current information		Current information	Resource Analysis & Budgeting :	
Base Contract Rate	\$93,000.00	Account - %	1-23456 50%	If applicable please indicate the additional funding source(s) other than or in addition to originally approved budget:	
Contract Basis	9-month		1-45678 50%		
Grade	AAUP Am Assoc Univ Prof				
Bargaining Unit		Stipend Account - %:		Account/Position No	Amount
Admin stipends: Amount:					
Stipend Basis:					

**EMPLOYMENT DATA**

Building/Room CBA 201	Campus Phone 5432	Campus Zip+4 4201	First Level Supervisor T.CALDERONE
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**COMMENTS OR CONTINGENCIES**

Note: For Faculty and Contract Professionals, attach a copy of the JRF, Compliance Part II, signed letter of offer, resume and (if applicable) Search Waiver.

**SIGNATURE APPROVALS**

Department Chair/Director	Date	Dean	Date
Vice President/Provost/President	Date	Appointing Authority	Date

**HUMAN RESOURCES USE ONLY**

In HR	BOT Date	Proc. By	Prob End	Fair Sh.	To RPBB	Ret Sys	Job Code	SPRC Approval

Budget Funds Available

Controller Funds Available

\_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_