

University of Houston Clear Lake

Person of Interest (POI) Form

Please complete all information listed below to allow a POI record to be created.

University of Houston System Employee ID Number (If known): _____

First Name: _____ Middle Name/Initial: _____ Last Name: _____

Date of Birth (MM/DD/YYYY) Format: _____

Part 1 of 4: Please select the appropriate person of interest (POI) type to be assigned:

Campus Program Workers Future Employee Future Faculty Temp Position

Other: _____

Effective Date: _____ Planned Exit Date: _____

Sponsor ID of the person sponsoring the person of interest (POI): _____

Part 2 of 4: Contact Information for the person of interest (POI):

Address Information:

Address Line 1: _____

Address Line 2: _____

City: _____ State: _____ Postal/Zip Code: _____

Phone Information:

Phone Type: Campus Cellular Home Work

Phone Number: _____

Email Address: _____

(Note: **Must** be entered into POI form as **BUSN** Email Type)

Part 3 of 4: Person of Interest Identity Info:

Gender: Male Female

Social Security Number: _____

For Office Use Only:

Part 4 of 4: Comments on POI Relationship