备注：

①[《干部履历表》填写说明](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E3%80%8A%E5%B9%B2%E9%83%A8%E5%B1%A5%E5%8E%86%E8%A1%A8%E3%80%8B%E5%A1%AB%E5%86%99%E8%AF%B4%E6%98%8E.docx)

②[《人事管理信息系统》填写要求](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E3%80%8A%E4%BA%BA%E4%BA%8B%E7%AE%A1%E7%90%86%E4%BF%A1%E6%81%AF%E7%B3%BB%E7%BB%9F%E3%80%8B%E5%A1%AB%E5%86%99%E8%A6%81%E6%B1%82.docx)

③《工作任务书》相关模板

[博士后研究人员工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E5%8D%9A%E5%A3%AB%E5%90%8E%E7%A0%94%E7%A9%B6%E4%BA%BA%E5%91%98%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[师资博士后聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E5%B8%88%E8%B5%84%E5%8D%9A%E5%A3%AB%E5%90%8E%E8%81%98%E6%9C%9F%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[工勤技能岗位聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E5%B7%A5%E5%8B%A4%E6%8A%80%E8%83%BD%E5%B2%97%E4%BD%8D%E8%81%98%E6%9C%9F%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[管理岗位聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E7%AE%A1%E7%90%86%E5%B2%97%E4%BD%8D%E8%81%98%E6%9C%9F%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[教师岗位聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E6%95%99%E5%B8%88%E5%B2%97%E4%BD%8D%E8%81%98%E6%9C%9F%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[辅导员岗位聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E8%BE%85%E5%AF%BC%E5%91%98%E5%B2%97%E4%BD%8D%E8%81%98%E6%9C%9F%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

[其他专业技术岗位聘期工作任务书](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E5%85%B6%E4%BB%96%E4%B8%93%E4%B8%9A%E6%8A%80%E6%9C%AF%E5%B2%97%E4%BD%8D%E8%81%98%E6%9C%9F%E5%B7%A5%E4%BD%9C%E4%BB%BB%E5%8A%A1%E4%B9%A6.doc)

④[《关于申请转移住房公积金的函》](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E5%85%B3%E4%BA%8E%E7%94%B3%E8%AF%B7%E8%BD%AC%E7%A7%BB%E4%BD%8F%E6%88%BF%E5%85%AC%E7%A7%AF%E9%87%91%E7%9A%84%E5%87%BD.doc)模板（需加盖人事处公章）

⑤[《新教师住房补贴申请表》](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E6%96%B0%E6%95%99%E5%B8%88%E4%BD%8F%E6%88%BF%E8%A1%A5%E8%B4%B4%E7%94%B3%E8%AF%B7%E8%A1%A8.doc)、[《新教师工作启动基金申请书》](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E6%96%B0%E6%95%99%E5%B8%88%E5%B7%A5%E4%BD%9C%E5%90%AF%E5%8A%A8%E5%9F%BA%E9%87%91%E7%94%B3%E8%AF%B7%E4%B9%A6.doc)模板

⑥[《聘用合同》填写说明](%E7%94%B5%E5%AD%90%E6%96%87%E6%A1%A3%EF%BC%88%E4%B8%8B%E8%BD%BD%E6%89%93%E5%8D%B0%E7%94%A8%EF%BC%89/%E3%80%8A%E8%81%98%E7%94%A8%E5%90%88%E5%90%8C%E3%80%8B%E5%A1%AB%E5%86%99%E8%AF%B4%E6%98%8E.docx)