



Job Requisition Preparation and Approval Process Procedures

The job requisition process ensures workforce planning and proper allocation of funds by coordinating efforts between the departments that has the job need, the Office of Human Resources and the Department of Finance and Administrative Services. Recruitment activity will begin after the job need has been determined, the financial resources are available and have been properly allocated, and all required approvals have been obtained. The hiring manager must (1) complete a position requisition (2) attach a proposed job description (3) attach a letter of justification with fund source documentation and (4) return all materials to the Office of Human Resources.

Scope

These procedures apply to all departments and positions at all levels, including full-time regular, part-time regular and temporary positions.

General Procedure

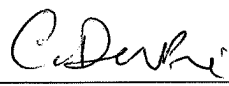
Managers must complete the requisition form, including all approval signatures, whenever a department wishes to:

- 1) Create and fill a new position, or
- 2) Refill an existing position when there is a termination of employment, or
- 3) Hire a temporary employee

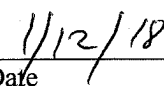
This document explains the necessary forms and process for these situations.

Approval Process


- 1. The hiring manager should download the job requisition form from the Human Resources website and complete all applicable sections based on new position, repost (refill) position or temporary position. The Office of Human Resources will not accept the job requisition form without all approval signatures.
- 2. The completed requisition form, including a copy of the current job description and letter of justification, must be submitted to Human Resources as hard copy or electronically.
- 3. Human Resources will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If not, Human Resources will recommend changes and work with the hiring manager to revise the request. If these criteria have substantially changed from the original submission, a second round of approvals will be required.
- 4. Upon final approval of the requisition, the hiring manager listed will receive a confirmation e-mail of the open requisition and posting. It is the hiring manager's responsibility to check the listing for accuracy prior to submitting the posting to Human Resources.
- 5. If additional advertising is approved for the recruitment of the position, the hiring manager will receive confirmation of this advertising.
- 6. All positions should go through the normal budgeting process for planning and approval.



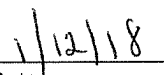
Carolyn DuPre, Vice President
Finance and Administrative Services



Date



Wanda C. Fleming, DBA, Director
Office of Human Resources



Date