



OFFICE OF HUMAN RESOURCES
POSITION REQUEST PROCEDURE

REASON FOR PROCEDURE:

All positions (new or replacement) must be approved by leadership before the recruitment process may begin. The purpose of this approval process is to ensure that proper thought and discussion precede each decision to replace a current position or request a new position while making the process flow as efficiently as possible.

PROCEDURE:

Approval:

When a position becomes vacant or a need for a new position arises, the division should complete the Preliminary Position Worksheet (PPW) within the Applicant Tracking System (ATS) to request approval to begin the recruiting process. Uploaded to the PPW should be; any additional justification and an updated job description. Please complete all sections of the form including questions on office space, furniture and IT equipment needs. The PPW and job details will be completed through the Applicant Tracking System (ATS).

The form should be digitally approved in the ATS by the supervisor of the position and/or the divisional dean. All forms received by HR before 1:00pm on Friday will be processed for leadership discussion the following Tuesday. Any forms that arrive after the 1:00pm deadline will be moved to the following leadership meeting. The deadlines are to ensure that the Office of Human Resources and Financial Affairs have adequate time to review the request in preparation for Leadership approval.

- 1) Human Resources will enter all PPW to shared spreadsheet for review.
- 2) Financial Affairs will review all worksheets and notify Human Resources once complete by the end of the day on Monday.
- 3) Human Resources will prepare documentation for presentation by the end of the day Monday for the weekly leadership meeting held every Tuesday morning.

Human Resources and Financial Affairs will review the request, check market data, check budget availability and correct any coding errors. Once the position has passed this initial review process it will be added to a requested position list for leadership. Human Resources will route the PPW through leadership approval once discussed in Tuesday's meeting.

Approved Requests:

The Office of Human Resources will notify the requestor and/or supervisor when the position has been approved. After executive approval the position will be posted and advertised by the Office of Human Resources. The Office of Human Resources will notify requestor and/or supervisor when the position is posted. An electronic version of the job description must be sent to Human Resources.

Held/Unapproved Requests:

In the event that leadership holds or does not approve a position, the requestor will be notified by Human Resources and should consult with their area Vice President or the Provost for more information.

RESOURCES/QUESTIONS:

Questions regarding this procedure may be directed to the Office of Human Resources at (315) 792-3276.

Procedure: Position Requests