Policy Directory

Responsible Division: Finance and Administrative Services
Responsible Office: Human Resources
Issue/Revision Date: 12/01/2017

Job Requisition Preparation and Approval

Policy:

The job requisition process ensures workforce planning and proper allocation of funds by coordinating efforts between the department that has the job need, the Office of Human Resources and the Department of Finance and Administration. 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

This policy applies 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 policy explains the necessary forms and process for these situations.

Approval Process

1. The hiring manager should download the job requisition form from the Office of Human Resources webpage and complete all applicable sections based on new position, repost (refill) position or

temporary position. The Office of Human Resources may 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 the Office of 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.

Justification for Requested Action

1. Why is this position necessary?
2. Identify the source of all funding for this position. If this position is grant funded in full or part, attach a copy of the award letter.
3. If this position is requested due to increased workload volumes in your department, provide justification which shows that your current staffing is not sufficient.
4. If this position is not approved, what would your alternate plan of action be?
5. Describe the teaching, research, and service responsibilities of this position. Does the position contribute to an area of research or distinct expertise? Is hire required to support enrollment growth? Etc.
6. Describe efforts that have been taken to evaluate the current configuration of department or discipline to better support the faculty requirements for the department or college/school and justification for hire. Provide any data that supports this request.
7. Describe how hiring for this position advances the university's mission and vision.