



## Request for Personnel July 25, 2013

It is important to have a clear and coordinated process for deciding whether to fill open positions and approve any request for new positions. Therefore the following steps are required:

1. To facilitate fair comparison across areas a standard operating procedure of gathering information will be coordinated by the Vice President of Human Resources. All requests go first to Human Resources (HR) and must have the support of a cabinet member. The following information should be gathered:
  - a. Completed *Request to Hire Form* (available from HR and on HR web site).
  - b. Prior incumbent and job description or new job description **MUST** be attached to hiring form.
  - c. Salary or hourly wage anticipated (current budget amount or less).
  - d. A brief narrative addressing: the need, alternate methods of meeting the need, resources within the cabinet member's area that can be used to fund the position, and any operating or start-up costs.
  - e. Anticipated hire date.
2. The Vice President of Human Resources will (with appropriate input from the requestor)
  - a. Determine if position is to be full or part time.
  - b. Determine whether the position would be classified as exempt, and, if not, examine hours and overtime expectations.
  - c. Clarify the job description as needed.
3. The Vice President for Finance and Administration will:
  - a. Confirm or clarify the budget impact on the current and next fiscal year (salary, benefits, startup, and operating costs).
  - b. Sign off on the request before any recruitment can begin
4. Once the President reviews the form and a decision is made HR will notify the requesting area and the recruiting process can begin. Recruiting should not begin before approval to hire has been granted.

**Section A: Position and Budget Control**

Position Title: \_\_\_\_\_

New  Currently Filled  Vacant Anticipated hire date: \_\_\_\_\_

Currently or last held by (skip if new) \_\_\_\_\_

**Current fiscal year salary budget \$** \_\_\_\_\_

Desired salary \$ \_\_\_\_\_ Increases/decreases salary budget by \$ \_\_\_\_\_

**Current fiscal year benefit budget \$** \_\_\_\_\_

Desired benefit \$ \_\_\_\_\_ Increases/decreases benefit budget by \$ \_\_\_\_\_

Full Benefits  Statutory Only Budget Fund/Org/Acct \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Position number \_\_\_\_\_ Full time  Part time  Exempt  Non-exempt  Tenure track  Temporary through \_\_\_\_\_

**Startup cost currently budgeted**  Yes  No If not budgeted estimate startup cost to budget \$ \_\_\_\_\_

Job Description Attached  Yes  No

Officer Requesting Position: \_\_\_\_\_ Date signed \_\_\_\_\_

**Section B: Hiring Review Process and Procedures**

**STEP 1**

Request and supporting document reviewed by Human Resources	
 _____	 _____
Vice President of Human Resources	Date Signed

**STEP 2**

Request and supporting documents presented to Vice President for Finance and Administration	
Request Accepted <input type="checkbox"/>	Approved salary & Benefits \$ _____
	Approved start-up cost \$ _____
Request Rejected <input type="checkbox"/>	
 _____	 _____
Vice President for Finance and Administration Signature	Date Signed

**STEP 3**

Request Accepted <input type="checkbox"/>	Request Accepted <input type="checkbox"/>
 _____	 _____
President	Date Signed