



Recruitment Request Form

Vacancy Approval Process: All vacancies, regardless of how they arise, must be reviewed and approved by the Budget Team prior to posting. Positions are not automatically authorized for recruitment. This form is intended to help the hiring manager explain the reason for the vacancy, justify the need to fill the position, and identify any alternative cost-savings measures considered.

To request approval to post a position, complete this form and attach the following:

- An updated job description or a PDQ completed in the last 12 months
- A current organizational chart.

Submit all documents to the HR recruiting analyst for processing.

Part I: Reason for Recruitment

Select the option that best describes the reason for this recruitment request.

If this request involves the creation of a newly funded position (e.g., through the budget process, a grant, or a new revenue source), select "New Budgeted Position" and provide an explanation in Part II below.

1. Refill an Existing Position:

This request is to refill an established, budgeted position with no or minimal changes to the duties or scope of work.

Name of employee being replaced:

2. Refill an Existing Vacancy in a Different Position:

This request is to refill an existing, budgeted vacancy by redirecting the funding to a different classification or position (e.g., department restructuring or reassignment of duties).

Name of employee being replaced:

Position/classification currently budgeted:

Proposed position/classification:

A job description or PDQ must be attached for the proposed position/classification.

3. New Budgeted Position:

This request is for a newly created position funded through the budget process, a grant, or other approved revenue source.

I have discussed this position with HR, and a job description or PDQ is attached.

4. Other – Please Explain:

Part II: Explanation and Funding Details

Provide a brief explanation supporting your selection in **Part I**.

If "Refill an Existing Position" was selected:

- Confirm that the duties and responsibilities remain the same.
- Indicate if this is a routine refill due to separation, retirement, or promotion.

If "Refill an Existing Vacancy in a Different Position" was selected:

- Describe the reason for changing the classification or position type.
- Identify how the work will differ from the previous position.
- Confirm that sufficient budgeted funds are available in the same program or cost center.

- Attach the job description or PDQ for proposed position.

If “New Budgeted Position” was selected:

- Describe the purpose of the new position and how it supports departmental or organizational goals.
- Identify the approved funding source (e.g., budget process, grant, or new revenue).
- Attach the new job description or PDQ.

Please Explain:

Part III: Requested Position Information

Indicate the position you are requesting to fill. Complete all fields, even if you are requesting to fill the position at the same classification and level.

Position Number: _____	Department: _____
Working Title: _____	<input type="checkbox"/> Regular or <input type="checkbox"/> Limited Duration <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal
Classification: _____	Duration if not regular: _____
Job Code: _____	FLSA Status: <input type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Grade: _____	FTE/Hrs per week: _____

Part IV: Budget Information for Requested Position

<u>Where is the funding coming from?</u> <input type="checkbox"/> Existing, budgeted position <input type="checkbox"/> Newly allocated funds <input type="checkbox"/> Other	Explain Funding Source: %, Fund/Dept/Program/ Account <div style="border: 1px solid black; height: 40px;"></div>
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Part V: Funding for Advertising

Where to charge advertising? “Explain Funding Source: %, Fund/Dept/Program/ Account. Please be prepared to provide professional organizations/networks for additional advertising.

Part VI: Requesting Department – This form is due by 5pm Monday.

Name: _____	_____	_____
Hiring/Requesting Manager	Signature	Date
Name: _____	_____	_____
Department Director	Signature	Date

Required Attachments:

- Job Description / PDQ
- Org Chart