



OFFICE OF HUMAN RESOURCES  
POSITION REQUEST PROCEDURE

**REASON FOR PROCEDURE:**

All position's (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 precedes 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 use the Preliminary Position Worksheet (PPW) to request approval to begin the recruiting process. Attached to the PPW should be; any additional justification for the permanent, full-time position, and an updated job description. Please complete all section of the form including questions on office space, furniture and IT equipment needs. The PPW form may be found at the following link:  
[http://www.utica.edu/hr/forms.cfm#Search\\_PeopleAdmin\\_Information](http://www.utica.edu/hr/forms.cfm#Search_PeopleAdmin_Information)

The form should be signed by the supervisor of the position and/or the divisional dean and brought to the Office of Human Resources. All forms brought to the office before **3:00pm on Wednesday** will be processed for leadership discussion that Friday. Any forms that arrive after the 3:00pm 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 scan all worksheets to a shared drive for review.
- 2) Financial Affairs will review all worksheets and notify Human Resources once complete by the end of the day on Thursday.
- 3) Human Resources will prepare documentation for presentation by the end of the day Thursday for the weekly leadership meeting held every Friday 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.

***Approved Requests:***

The Office of Human Resources will notify requestor and/or supervisor when the position is approved and invite them to enter the posting in PeopleAdmin. Assigned department users may enter the posting in PeopleAdmin which will then go through a routing que to executive approvers to approve the posting details. After executive approval the position will be posted and advertised by the Office of Human Resources. 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.