



## **Procedure for Requisitions & Personnel Change Forms Effective October 2016**

In an effort to streamline the review process, the following procedure is effective immediately for the Requisition for Approval to Fill Position and the Personnel Change Form.

1. **Where to Submit:** A Requisition for Approval to Fill Position (Requisition) and the Personnel Change Form (as applicable) should be submitted to the Human Resources Department a minimum of 2 weeks prior to the anticipated start date or change date. *The Division Vice President's signature must be on the form.*

In the event these forms are initially submitted to the Finance Department or the President's Office, they will be forwarded to the Human Resources Department *prior to evaluation*.

2. **Attach Job Description:** A copy of the job description must be attached to the Requisition for both a replacement position and a newly created position.

A copy of the job description must be attached to the Personnel Change Form when a change involves: title, department, salary, promotion, transfer, re-evaluation of position.

3. **Newly Created Position:** If the request is for a newly created position, justification for the new position needs to be attached.
4. **Returning Employees:** For ALL Staff who are authorized to work less than 12 months per year, a NEW Requisition must be submitted each Academic Year at least 3 weeks prior to the start date in order to obtain approvals.

### **Review Process for Approval:**

- The Human Resources Department will review the form, provide information and forward the form to the Finance Office for review /recommendation.
- The Finance Office will review the form. If the Finance Office approves the form, the Finance Office will forward the form to the President's Office for review/recommendation.
- The President's Office will review the form. If the President's Office approves the form, the form will be returned to the Human Resources Department.
- The Human Resources Department will notify the originating department of the date that the position may be filled.

*A formal job offer should not be extended to a candidate (external or internal) prior to notification by the Human Resources Department that the position has been approved to fill.*