

How to Complete a Position Requisition Form

The Position Requisition Form (PRF) is used to start the hiring process to fill a position. The hiring process involves advertising, recruiting, interviewing, and hiring from a list of applicants.

Always check that you are using the most recent revision of this form which can be found at this website:

http://www.snc.edu/hr/documents.html?d=/Employee_Hire_and_Change_Forms

Or using Microsoft Word:

J:/HR/Public/Hire and Change Forms

STEP 1 - Position Information and Initial Request

This section provides basic position information. The position must be classified and have a current job description. If the position's responsibilities have significantly changed since it was last classified, a review of the classification questionnaire by the immediate supervisor is recommended.

The Supervisor and Department Head initiate the form and sign on the appropriate lines.

STEP 2 - Human Resources Classification Data and Salary Recommendation

This section is completed by the Human Resources department. It provides information on the position (grade range) and the survey data available on which a salary recommendation is based. HR provides this recommended salary or wage rate for the position, not for a specific candidate.

STEP 3 - Budget Approval

This section allows the Controller to verify that the position is budgeted and that the budget is adequate to cover the Human Resources recommendation. The Supervisor or Department Head can complete the Fund/Org/Acct/Prog numbers, if known. If blank, the Controller will verify the account number based on the position number.

STEP 4 - Approval Signatures

This section provides the Division Vice President and the Vice President for Business and Finance with the opportunity to review and approve the decision to fill the position. The financial data in Steps 2 and 3 provides information to consider in making the approval decision. After Step 4 has been completed, the form is forwarded to Human Resources by the Vice President for Business and Finance. Approval by the Vice Presidents is sufficient to extend an offer to a candidate, if the offer is within the approved salary/wage parameters.

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STEP 5 - Recruiting and Staffing Process

This section is used by the Human Resources department to manage the actual recruitment process. If, in preparing an offer for a candidate, it is determined that the approved salary/wage is insufficient, an exception approval is required - Step 5A.

STEP 5A - Exception Approval

Circumstances may indicate that the recommendation made in Step 2 by Human Resources and approved in Step 3 by the Controller is inadequate to fill the position. This could happen because the labor market conditions vary from those reflected in the salary survey.

This section documents any approved variation from the recommended salary or wage. Exceptions require an approval by both the Division Vice President and the Vice President for Business and Finance. The specific source for the additional funding must be identified. Such information will be shared with the Controller, who will verify the availability of funds.

STEP 6 - Hire Data

This section is used the Human Resources and Payroll departments and provides basic new hire information.