



## REQUEST TO FILL FORM

This form should be used to initiate a recruitment request. Before completing this form, discuss this request with your department head. Once you have a verbal approval, from the department head, contact your HR Business Partner to consult and complete this form. Once this request is approved, your HR Partner will advise you via email with a copy to the Talent Acquisition & Onboarding Manager.

| Section1: Department and Contact Information               |                                     |  |                                     |
|--|-------------------------------------|--|-------------------------------------|
| Core Name:   |                                     | Unit Name:                                     |                                     |
| Hiring Manager:  |                                     | Hiring Manager contact info:                   | Phone:                              |
|  |                                     |  | Email:                              |
| HR Partner:  |                                     | HR Partner contact info:                       | Phone:<br>Email:                    |
| Section 2: Position Details                                |                                     |  |                                     |
| Type of Position (Mgr/Faculty/Staff)                       |                                     |  | Desired Start Date:                 |
| If vacancy, name of previous incumbent:                    |                                     |  | Employee ID:          Position #:   |
| If vacancy:  | Current Official Title:             | Current Salary                                 | Current Working Title:              |
| If new or different title:                                 | Requested Official Title:           |  | Requested Working Title:            |
| Full Time or Part-Time                                     |                                     | If Part-Time Indicate Duration of Position     | If not ongoing, expected end date:  |
|  |                                     | New Position Salary Range                      |                                     |
|  |                                     | Approved Budget Range:                         |                                     |
| Must attached an updated Position Description to this form | <input checked="" type="checkbox"/> | Must attached a current and proposed org chart | <input checked="" type="checkbox"/> |

**Section 3: Justification for Request to Recruit (additional pages may be attached, if needed)**

When writing your justification, please address the following questions:

- Why is this position needed?
- How does this position fit within the current Strategic Plan?
- What alternatives have been considered in the decision to replace/fill this position and WHY they will not work. (For example, student help, part-time employee, project work, reallocation or redeployment or shared resources, etc.).
- What is the impact of not filling this position? (For example, describe the positions impact on revenue, operational expenses, project work, overtime use, etc.)

*(attached additional sheets, if necessary)*

**Section 4: Approvals**

|                            |  |                         |  |
|----------------------------|--|-------------------------|--|
| Core VP:                   |  | Date:                   |  |
| Class & Comp Unit          |  | Recommend/Not Recommend |  |
| Budget                     |  | Recommend/Not Recommend |  |
| Request To Fill Committee: |  | Date:                   |  |

**Section 5: Denial**

|                                   |  |       |  |
|-----------------------------------|--|-------|--|
| VP POER/CFO                       |  | Date: |  |
| Request To Fill Committee (RTFC): |  | Date: |  |

*Reason(s) for Denial:*

**\*A Financial Impact Template must be completed and reviewed**