

Position Control Strategic Hiring Request Process

A comprehensive strategic hiring process was developed to deliver strategic alignment with the hospital/department budgets. ALL vacancies will be reviewed by the Position Control Committee. Managers are required to complete the Strategic Hiring-Position Control Request Form and the Employment Requisition form. Managers will be required to attend the position control meeting (HR will communicate the meeting time/date) to review the request and go over any budget increases/decreases, and explain justification for the position.

Managers will also need to submit the following attachments with the request forms:

- Job Description- Please review and ensure the job description is accurate. Any changes that need to be made, need to be communicated and sent to Human Resources.
- Budget Overview- increases/decrease, any overview that will help determine if the request is a budgeted request or budget neutral.
- The Strategic Hiring Position control form and the employment requisition needs to be completed fully and submitted to HR- Attn: Autumn Snyder at least 3 days prior the weekly position control meetings.
- If managers do not have all documentation turned in prior to Fridays, the position will be reviewed at the next scheduled meeting.

Position Control will review the request with the manager and a determination will be made regarding the request. Once the position is determined “approved” HR will then post the position and begin the recruitment process.

*If managers are unable to attend the position control meeting, they can send another supervisor or staff member to the meeting for representation.

Strategic Hiring Request Form- Position Control

A comprehensive strategic hiring process was developed to deliver strategic alignment with the hospital/department budgets. **ALL** vacancies will be reviewed by the Position Control Committee. This form must be completed with all appropriate signatures and related documentation, prior to giving the request to Human Resources.

Required attachments that **MUST** accompany this form:

- Job Description- Please review and ensure the job description is accurate
- Budget increase/decrease associated with request
- Employment Requisition

1. Is this position strategic and critical to the hospitals mission? Yes No
 - Please provide justification and need to hire/rehire this position
2. What budget increases or decreases are associated with the request: Please provide an overview outlining any budget changes that will take place.
3. Can the work be distributed to other in related positions, rather than proposing a new hire? Yes No
 - If yes, please identify positions to which duties could be assigned
 - If no, please provide rationale below (i.e., needs specific skills set, etc.)
 - Attach the required department current and proposed organization chart
4. What are the short-term and long-term consequences if this position is not filled?
5. Provide additional justification for the committee to consider in making their decision for the request.

Strategic Hiring Committee:

Hire approved Hire not approved

Presented to Position Control Committee on: _____

EMPLOYMENT REQUISITION Form

TO BE COMPLETED BY HIRING MANAGER				
POSITION TITLE				DESIRED START DATE
DEPARTMENT NAME/NUMBER			SUPERVISOR	
<input type="checkbox"/> REPLACEMENT (Same Duties/Same FTE) <input type="checkbox"/> NEW DUTIES AND/OR REVISED FTE <input type="checkbox"/> NEW POSITION (In current year's budget) <input type="checkbox"/> NEW POSITION (NOT In current year's budget)	WORK STATUS		SHIFT	STANDARD WORK HOURS
	<input type="checkbox"/> FULL-TIME		<input type="checkbox"/> 1ST	FTE
	<input type="checkbox"/> PART-TIME		<input type="checkbox"/> 2ND	
	<input type="checkbox"/> PER DIEM		<input type="checkbox"/> 3RD	
Are you seeking approval to backfill this position while recruiting for a replacement? Yes <input type="checkbox"/> No <input type="checkbox"/>				
If yes: Will this position be backfilled with: <input type="checkbox"/> Per Diem <input type="checkbox"/> Overtime until filled <input type="checkbox"/> Temporary/Contract Staff				
INFO ON EMPLOYEE WHO FORMERLY OCCUPIED POSITION (Complete for Replacements/Revised FTE)				
NAME		TITLE		STANDARD HOURS
				Former occupant's status was: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Per Diem
Former occupant has : <input type="checkbox"/> Resigned <input type="checkbox"/> Terminated <input type="checkbox"/> Transferred <input type="checkbox"/> On extended LOA Effective as of (Date):				
APPROVALS – Approvals must be secured in the order in which they are presented				
(1) REQUESTER		Date	(2) Department Head	
			Date	
(3) Director of HR			Date Presented to Position Control Committee	
FOR HR USE ONLY				
JOB TITLE		DATE POSTED	PAY RANGE	
INTERVIEW TEAM				