

Request to Fill a Vacancy Form - STAFF Rev. 03/04/2022

Date:

Position Information

Position Title: _____ Incumbent: _____
Department: _____ Requested Start Date: _____
Supervisor's Name & Title: _____

Position Description

The position description must be reviewed and/or updated and submitted to Human Resources (HR). All positions are subject to review for salary and FLSA status. If you are unable to locate the position description within your department, please contact HR at x7517.

If the position is new, please draft a new position description and review it with HR to determine the salary and FLSA status.

Please see the Position Description for minimum qualifications (required formal education, experience, licensure/certifications, training, etc.)

Note: This request cannot be processed until a current position description is submitted to HR. The position description must accompany this form.

Employment Status

New	Vacant	Modified		
Administrative Staff	Support Staff	Graduate Assistant		
Full-Time	Part-Time	Temporary		
12-month	10-month	9-month	Other	
Proposed Salary Range:	to	per	year	hour

GL Account # to be paid from:

Supervision of Others

Specify number and title of positions that directly or indirectly report to this position.
(example: 3 support staff, 4 programmers, 2 student workers, etc.)

Position Justification

Outline the justification for filling this position.

Recruitment & Search Plan

All positions will be posted to Higher Ed Jobs, the Wittenberg HR employment opportunities page, and Ohio Means Jobs. Please indicate below the industry or position-specific job boards where you would like to request HR advertise the position, and if anyone from the department/university has membership to the board or its related association. Consider the University's commitment to diversity and how to reach minority candidates in your recruitment efforts.

Responsibilities

Effective employment planning is a shared responsibility between Hiring Supervisors/Department Chairs, institutional leadership, and Human Resources. Each individual/area has specific obligations for ensuring a well-organized, accountable employment process.

Department Chairs/Hiring supervisors will:

- *First consider the opportunity to restructure or redefine the job, the opportunity for job enrichment of other staff, and the necessity of hiring a full-time, part-time, or temporary employee.*
- *Understand and follow all of the university's policies on recruiting and selecting employees.*
- *Conduct the employment search in a thoughtful, timely manner.*

Human Resources will:

- *Ensure compliance with federal laws, regulations, university policies, and procedures.*
- *Coordinate and approve salary with the Budget Office and appropriate area VP.*
- *Confirm and approve start date, work hours, and employment status prior to extending an employment offer.*

An offer of employment cannot be made without approval from the area VP/Provost, Budget Office, VP Finance & Administration, Director of Human Resources, and President. The President gives final authorization on all faculty appointments.

Agreements & Approvals

Following completion of this form, please email to hure-mail@wittenberg.edu to route for electronic signatures of the following individuals. Contact Human Resources at x7517 or hure-mail@wittenberg.edu with questions.

Agreement of Hiring Supervisor
or Department Chair:

Signature

Date

Approval of Area VP/Provost:

Signature

Date

Approval of Budget Office:

Signature

Date

Approval of VP Finance & Admin:

Signature

Date

Approval of President:

Signature

Date

Approval of Director of HR:

Signature

Date