**Vacant Staff Position Request Form**

The purpose of this form is to provide organizational justification for filling a vacant position. The position request form must be completed prior to creating a position requisition (authorization to recruit) in the online recruitment system. Following the review, approval and signature by the area Dean or Vice President please submit the completed request form, a current job description and all other relevant documents to the Department of Human Resources.

College/Department: Click here to enter text.

Position Reports to: Click here to enter text. Phone: Click here to enter text.

Date Submitted: Click here to enter text.

**A. Position Status**

Replacement for: Click here to enter text.

 (position title)

1. Date the position was vacated Click here to enter text.
2. Name of employee leaving Click here to enter text.
3. Is the position grant funded? [ ] Yes [ ] No

**B. Justification for Requested Action**

1. How have the needs of the position been addressed during the vacancy?

[ ]  Overtime [ ]  Temporary help [ ]  Other (please explain)

Please include overtime/temporary employee costs that have been incurred.

Click here to enter text.

2. What steps have been taken to evaluate the structure of the department, division/college to ensure the workload is covered in the most efficient and effective way possible? Provide any statistics/ratios to support this request. (e.g. industry benchmarks, legal, service, staffing or grant requirements)

Click here to enter text.

3. How many similar positions do you have in the department, division, or college? Please attach a current organizational chart.

Click here to enter text.

4. Can the job responsibilities be accomplished through any of the following options?

[ ] Y[ ] N Position re-design or redistribution of the responsibilities to other positions

[ ] Y[ ] N Conversion to a part-time position

[ ] Y[ ] N Conversion to a 9, 10 or 11 month position

[ ] Y[ ] N Delegation to student workers

If not, please indicate why the options are not appropriate.

Click here to enter text.

5. Please describe how filling this position strengthens the effectiveness of the department, division, or college?

Click here to enter text.

6. Please describe how filling this position supports the university’s strategic goals?

Click here to enter text.

**SIGNATURES:**

**Hiring Authority: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dean or Vice**

**President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Office of the Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(if position is**

**academic staff)**

**Human Resources \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**