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| **STEP ONE: COMPLETED BY HIRING MANAGER POSITION SPECIFICS** | | | | |
| **Position Title** | | **Position Status**  Full Time  Part Time | **New Position**  Yes  No | **Exiting Position?** - If yes, provide name of person previously in vacant position: |
| **Position Reports To:** | | **Location**  Click to choose a location | | **Division Name:**  Click to choose a Division |
| **JOB POSTING, SCREENINGS AND ADVERTISEMENT REQUIREMENTS** | | | | |
| **hiring manager reviewed job posting?**  Yes  No  **any revisions made to job posting?**  Yes  No  **If yes, send job posting revisions along with Request to Recruit Form to**:  Scan and Email to: [humanresources.talentacquisition@sctech.edu](mailto:humanresources.talentacquisition@sctech.edu) | | **Does job require mandatory screenings?**  **CONSUMER CREDIT REPORT**    Purchasing Card Holder  Financial Sensitive Positions  **PRE-EMPLOYMENT DRUG SCREENING**  Allied Health  Campus Police  Commercial Truck Driving  Child Development Center | | **How should position be posted?**  Internal Only – 5 days on SCTC website only  External/Internal – 10 calendar days or until filled  **How should position be advertised?**  Online job boards (Indeed, Zip, etc.)  Program specific websites  List site: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Changes may only be made to preferred section of job posting. | | All positions undergo a motor vehicle screening. | | All positions are posted on the SCTC, TCSG and DOL websites. |
| **DIVISIONAL APPROVALS** | | | | |
| **Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **Vice President Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| **STEP TWO: BUDGET APPROVAL – ADMINISTRATIVE SERVICES DIVISION** | | | | |
| **Position Funded by Grant?**  Yes  No | **Department #:** \_\_\_\_\_\_\_ **Project #:** \_\_\_\_\_\_\_\_\_\_ **Fund Source #: \_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| **Grant Name:** | **Budget Approver:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Vice President, Administrative Services Date | | | |
| **PRESIDENT’S APPROVAL** (Only for unbudgeted, new positions) | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | | | | |
| **STEP THREE: PROVIDE FORM TO HUMAN RESOURCES FOR PROCESSING** | | | | |