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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  | **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 websitesList 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** |