

## **6.0 POSTING A NEW POSITION**

### **6.1 Advertising and Requisition Process**

In order to advertise for a newly created position or for a vacant position the hiring department should complete a staff requisition form.

Submitted Staff Personnel Requisition forms should have a brief job description attached which includes essential duties, other responsibilities, qualifications and additional desirable qualifications if any.

### **6.2 Position Approval**

Staff Personnel Requisition Forms require all are to have all signatures to include:

Dean/Administrative Head  
General Officer, Budget, if on Basic Budget account  
Grants Department, if on Grant account  
Provost  
Human Resources  
President

Signatures of Grants Department and the General Office are required if funding for the position is shared between grants and the basic budget.

PAF signatures obtained should follow the order noted on the PAF form.

### **6.3 Review and Posting**

A copy of the job announcement generated by Human Resources is sent to the requesting department for review and corrections. If any changes need to be made they are sent to Human Resources.

Once the requested position