

Request to Recruit Instructions

Support Staff & Admin Staff

Responsibility	ACTION
Hiring Manager	Complete the Request to Recruit form, including the Justification Statement
Hiring Manager	Begin creating the position in PeopleAdmin
Hiring Manager	Share as appropriate with department management, ending with the VP/Dean/Executive Director.
VP/Dean/Exec Director	Sign and forward to VP for Finance to begin review with the Provost and President. Please allow 7-10 days for review.

After Review, position will be:

Status	ACTION
<i>APPROVED</i>	VP for Finance will communicate with HR. HR will notify appropriate VP and complete the final step to post position online.
<i>APPROVED with MODIFICATIONS</i>	VP for Finance will communicate with the appropriate VP regarding approval status and modifications. VP for Finance, Treasurer will then forward signed form to HR who will complete the final step to post position online.
<i>NOT APPROVED</i>	VP for Finance will communicate with the appropriate VP. VP for Finance will forward approved form to HR who will cancel the posting in PeopleAdmin.