October 14, 2011

TO: Statewide Departments

FROM: Myron Dosch, Controller

SUBJECT: Statewide Recruitment Process

Recently, the President has become more involved in each Statewide recruitment. As a result, the Statewide Executive Group (SEG) will no longer review each position recruitment – that will be done by the President. This memo serves to document the revised and current process.

The following process is in effect if you wish to recruit a regular or term position (does not include temporary or student positions):

1. Complete a vacancy analysis form (attached), along with a memo of justification and any other information that you feel is relevant. The form should be approved by the hiring authority and the Vice President or direct report to the President for the respective functional area.
2. Submit #1 to Statewide Human Resources, Beth Behner or designee.
3. Statewide Human Resources and Statewide Budget will review the request for accuracy and available budget and approve the vacancy form.
4. Statewide Human Resources will submit the recruitment documents to the President for his consideration.
5. The President will report his decision to Statewide Human Resources, Beth Behner.
6. Statewide Budget will inform the hiring authority of the President’s decision.

Two rules continue to be in effect:

1. If a position becomes vacant within six months of having been filled, there is no need to obtain Presidential approval. However, fill out the vacancy form for tracking purposes and send it to Statewide Human Resources as described above.
2. Recruitment may not begin until 60 days after the vacancy date. Exceptions may be granted. This rule does not preclude one from submitting the recruitment request sooner.