October 24, 2016

TO: Statewide Departments

FROM: Myron Dosch, Chief Finance Officer

SUBJECT: Statewide Recruitment Process

The following process is in effect for recruiting a regular, temporary or term position (does not include student positions):

1. Complete a vacancy analysis form (attached), along with a memo of justification and any other information that 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 Budget Office.
3. Statewide Budget and Statewide Human Resources will review the request for accuracy and available budget and approve or deny the vacancy form.
4. If approved, Statewide Human Resources will submit the recruitment documents to the President for his consideration.
5. The President will report his decision to the Director of Statewide Human Resources.
6. Statewide Budget will inform the hiring authority of the President’s decision.

If a position becomes vacant within six months of having been filled, there is no need to obtain Presidential approval as described above. However, fill out the vacancy form for tracking purposes and send it to Statewide Budget as described above.