

# STAFF REQUISITION REVIEW AND APPROVAL PROCESS

## Purpose

This Staff Requisition Review and Approval Process will support our efforts to strengthen the stewardship of institutional resources and create a consistent manner in which to consider staffing requests outside of the annual budgeting and planning process. Please note that this process only applies to staff positions across the institution.

## Scope

Staff Requisition Review and Approval Process applies to part-time and full-time regular staff positions at all levels. *Faculty and Non-Faculty Research positions are exempt from this process.*

## General Guidelines

Managers must seek approval to recruit for positions whenever a department wishes to:

- Replace an existing position when there is a vacancy
- Redeploy a vacant position to fill with a different title, description and/or compensation grade
- Create a new position funded by existing funding sources
- Hire a seasonal or temporary employee

## Requisition Review and Approval Process

The department's Talent Partner will work closely with the hiring manager to review the staffing needs and strategic goals of the department and make recommendations prior to the manager submitting a position request for approval. Talent & Inclusion will review the request and ensure the job duties, requirements and pay grade are consistent with the position request and provide recommendations for revisions when needed. It is the hiring manager's responsibility to ensure accuracy of information. Click [here](#) to find your Talent Partner.

The Compensation Analyst will complete benchmarking or verify salary ranges and may provide further consultation if needed. The average turnaround time may take up to a week to complete the evaluation if requesting a new position prior to approval. Please contact the Division of Talent & Inclusion at ext. 5470 or [talent@wpi.edu](mailto:talent@wpi.edu) for questions.

For budget related questions, the manager can contact the Office of Budget and Planning at [oklochkova@wpi.edu](mailto:oklochkova@wpi.edu).

## Type of Request:

- 1) If request is to **replace the same vacant position** or hire a **seasonal or temporary employee**, the hiring manager/department will [create the job requisition](#) for approval in Workday. The Position Request/Staff Justification Form will not be required. Please note if there is a request to change an approved replacement position to a different level during an active recruitment search (i.e., Admin Assistant V to Admin Assistant VI), you must seek division head approval and verify budget.
- 2) If request is to **redeploy a vacant position** with a different title, description and/or salary grade or request a **new position funded by existing funding sources** (refer to APBP process for newly funded positions), the hiring manager/department must ensure the [Position Request/Staff Justification Form](#) is completed with detailed responses to the specific questions and submit form along with updated job description to [talent@wpi.edu](mailto:talent@wpi.edu) to initiate the review and approval process by the requisition review committee.

The Requisition Review Committee will review requests and forms on a biweekly basis. The Position Request/Staff Justification forms must be submitted by **Monday** prior to the Requisition Review Committee meeting. Once the decision is made, it will be communicated back to the manager and/or the initiator of the request.

The current [requisition meeting schedule](#) can be found on the Talent & Inclusion Policies website under Recruitment and Hiring.



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The committee members include Director, Talent Acquisition, Director, Financial Planning and Analysis, Director, Talent Strategies, Associate VP, Academic Affairs, and Executive Director, President’s Office. Talent Partners will be invited to committee review in accordance with the current requisitions submitted.

Only under unique circumstances, urgent requests submitted outside of normal requisition review process may be considered on a case by case basis if request directly impacts business continuity or health and safety of employees.

If the request requires further evaluation for exception approval, it will be reviewed by the Requisition Appeals Committee for approval decision. The committee members include Senior Vice President, Talent & Inclusion, Executive Vice President/CFO, Senior VP and Chief of Staff, and Provost.

The committee will consider the following criteria in their review and approval decision:

- a. Does this position request support or align with one of WPI’s Strategic Objectives?
- b. Is this a new position that is funded or not funded in the current operating budget? If not, is there available funding from a different funding source?
- c. Is this a position currently funded/budgeted in operating budget that has been vacant and unposted that can be redeployed? Is the request to redeploy a vacant position at a higher title, level and/or salary range?
- d. Is this position request necessary or required based on the information provided on the Requisition Justification Questionnaire?

## Job Posting Requirements

Position Type	Posting Period
Regular Faculty and Staff positions	Minimum of <b>10</b> calendar days from the posting start date.
Temporary and Seasonal positions	Minimum of <b>3</b> calendar days from the posting start date, except temporary assignments with a duration of 3 days or less.

## Position Evaluation

There will be a three month evaluation from Talent & Inclusion on status of activity of open positions. If unfilled position remains open without recruiting activity after six months, positions will automatically be closed and moved to the institutional equity pool in collaboration with the Office of Budget. Please note we recognize the posting duration will sometimes depend on the nature of the position and organization, but every effort should be made to engage and identify qualified candidates in a timely manner.