WPI | Talent & Inclusion

STAFF REQUISITION JUSTIFICATION REQUEST FORM

The purpose of this form is to provide the organizational justification for either **1) filling an existing/replacement position, 2) creating a new budgeted position, 3) requesting to redeploy a vacant position, or 4) requesting a new position due to department reorganization**

This form must be completed to initiate the review and approval requisition flow in Workday. Once completed, please upload form in the **Attachments** tab during **Create Job Requisition** process.

Job Title: _____

Division/Department: _____

Position Reports To: _____

Submitted By: _____

Reason for Request

☐ New Position _____
(title)

☐ Replacement Position _____
(title)

    a. Date the position vacated   _____

    b. Employee being replaced   _____

    c. Reason for vacancy   _____

    _____

☐ Redeployed Position _____
(title)

☐ New Position due to Department Reorganization _____
(title)

Justification for Requested Action

1. What has created the need for this request?

2. How is this work currently getting done and by whom?

3. How many similar positions do you have within the department and/or other departments? Please provide all similar titles.

4. What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?

5. What alternatives to filling the position have been considered? (e.g., reallocation of duties, outsourcing, etc.).

6. Will Workday change the nature of this position? Please be specific.

7. If this position is not budgeted, how will it be funded?

. . . .

For Committee Use Only

Approved ☐   **Not Approved** ☐   **More Information Required** ☐

Date *Click to select date*

STAFF REQUISITION REVIEW AND APPROVAL PROCESS

Purpose
This Staff Requisition Review and Approval Process will support our efforts to strengthen our 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
This Staff Requisition Review and Approval Process applies to all staff positions at all levels, including full-time regular, part-time regular and seasonal/temporary positions.

General Guidelines
Managers must seek approval to recruit for positions by creating a job requisition in Workday, including all required approvals, whenever a department wishes to:

1. Fill an existing/replacement position when there is a vacancy, or
2. Redeploy an open position with a different title or salary grade than is currently funded.
3. Hire a seasonal and/or temporary employee.
4. Create and fill a <u>new</u> budgeted position (outside of the Annual Planning Budgeting Process (APBP).

Requisition Review and Approval Process
1. The hiring manager/department will create the job requisition in Workday including all applicable sections. The hiring manager/department will be required to complete a justification request in Workday and respond to the following questions below to initiate the review and approval flow.

    Requisition Justification Questionnaire

    a) What has created the need for this request?
    b) How is this work currently getting done and by whom?

    c) How many similar positions do you have in the department? Please provide all similar titles.
    d) What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?
    e) What alternatives to filling the position (i.e. reallocation of duties, outsourcing, etc.) have been considered?
    f) If this position is not budgeted, how will it be funded?

2. The Talent & Inclusion Partner will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If not, Talent & Inclusion Partner will recommend changes and work with the hiring manager to revise the request. If these criteria have substantially changed from the original submission, a new job requisition may be required for review. It is the hiring manager's responsibility to check the job requisition for accuracy and contact Talent and Inclusion Partner immediately if there are any discrepancies.

3. The Requisition Review Committee will review staff requisitions and justification responses on a biweekly basis. The Committee members will include Vice President, Talent & Inclusion and Chief Diversity Officer, Executive Vice President/CFO, Provost, and Associate Director of Talent Acquisition.

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

    a. Is this a new position that is funded or not funded in the current operating budget?
    b. Is this a replacement position that is currently funded/budgeted with the same title, level and compensation?
    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 Requisition Justification Questionnaire?

Regularly Scheduled Meetings are biweekly on Wednesdays at 9:00am	
Requisition Review Committee Meeting Date	**Deadline to submit Requisition & Justification in Workday**
Wednesday, October 17, 2018	Monday, October 15, 2018
Wednesday, October 31, 2018	Monday, October 29, 2018
Wednesday, November 14, 2018	Monday, November 12, 2018
Wednesday, November 28, 2018	Monday, November 26, 2018
Wednesday, December 12, 2018	Monday, December 10, 2018
Wednesday, December 19, 2018	Monday, December 17, 2018
Wednesday, January 9, 2019	Monday, January 7, 2019
Wednesday, January 23, 2019	Monday, January 21, 2019
Wednesday, February 6, 2019	Monday, February 4, 2019
Wednesday, February 20, 2019	Monday, February 18, 2019
Wednesday, March 6, 2019	Monday, March 4, 2019
Wednesday, March 20, 2019	Monday, March 18, 2019
Wednesday, April 3, 2019	Monday, April 1, 2019
Wednesday, April 17, 2019	Monday, April 15, 2019
Wednesday, May 1, 2019	Monday, April 29, 2019
Wednesday, May 15, 2019	Monday, May 13, 2019
Wednesday, May 29, 2019	Monday, May 27, 2019
Wednesday, June 12, 2019	Monday, June 10, 2019
Wednesday, June 26, 2019	Monday, June 24, 2019