

Recruitment Authorization

**Please Note:** All fields below are mandatory

Position:Hiring Rate/Range:

Department: Budget Line:

Hiring Supervisor:

**[ ]** Full time

**[ ]**  Administrator**[ ]**  More-than-half-time:

**[ ]**  Staff **[ ]**  Half time

[ ]  Maintenance & Operations **[ ]**  Part-time-less-than-half-time (not benefit eligible)

 **[ ]**  Temporary: from  to (maximum one year)

**[ ]**  New Position **Funded by:**

**[ ]**  Replacement for: **[ ]** College Operating Budget (see above)

       [ ]  Grant Name:

Will new hardware be required for this position: **[ ]** yes **[ ]** no

If yes, Budget line for new hardware:

**Position Justification:** (complete the questions below**)** *(Type in the shaded box; it will expand as you type.)*

**Job Description:** Attach a job description or contact Human Resources for assistance.

1. Why is the work performed by this position important to Hamilton?

a. How does this position help Hamilton achieve its mission?

b. If this position is not filled, what will the strategic cost be?

1. Can this work be done a different way? If you had to, how would you eliminate this position?

1. Can duties be arranged or processes change in any way to distribute this work to others?

1. Can all or a portion of the work be eliminated? If so, how or what parts?

1. Is there anyone else in your area or elsewhere on campus that can absorb this work or parts of this job for additional compensation?

1. Are there aspects of the job that can be automated? If so, please describe and tell us how much time that would save.

1. Could this work be outsourced? To what kind of person or agency? What would be the implications for services? What would the cost be?

1. If refilled, what kind of person are you looking for?

1. Does the work demand a certain skill that requires specific education, training, or certification?

1. If this position is refilled, what attributes would the ideal person have?

1. What steps or process will you develop to create a diverse applicant pool for this position?

**Human Resource Use Only**

**[ ]** Salary Data Attached: [ ]  CUPA [ ]  Internal [ ]  Other Source:

[ ]  Budget Office: FTE and Salary Information Attached

[ ]  Job Description: [ ]  Current [ ]  Needs Updating

[ ]  Department Organizational Chart Attached

[ ]  Reviewed for benefit if grant funded or temp status

#### Initiated By: Date

#### Human Resources: Date

##### Divisional Officer Date

*VP, Admin/Finance Date*

#### President Date

**Human Resource Department Only**

Name of Employee: Date Filled:

Filled By: **[ ]** New Hire **[ ]** Promotion **[ ]** Transfer

Final Position Title: Starting Rate:

Annual Salary: $ plus Fringe Benefits: $ = Total: $

EEO Data: Number of applicants: Number of diverse applicants:

Comments: