

# Job Posting

## Supervisor Frequently Asked Questions

### 1. How do I post a vacant position in my department?

A *Personnel Requisition Form* is completed by the department. The *Personnel Requisition Form* is then submitted, through proper approval channels, to your Human Resources office.

### 2. Where do I find the Personnel Requisition Form?

The *Personnel Requisition Form* is located on the Human Resources website under "Forms".

### 3. Is a justification memo required to post a position?

Your division head may require a justification memo with posting requests. Please contact your division office for any special requirements.

### 4. Can I fill a position while the current incumbent is still working?

If the current incumbent has given you written notice, that they will be separating, you can submit the Personnel Requisition Form to fill their position. Some overlap in employment of the incumbent and the new hire is allowed for training purposes, if approved by your division.

### 5. How long does a position have to be posted?

A job posting is required to be posted for a minimum of five business days and may be posted until an adequate applicant pool is determined.

### 6. How do I post a job internally?

A *Personnel Requisition Form* is submitted, along with a justification, if required. A notation should be placed on the top of the *Personnel Requisition Form*, indicating it is an internal posting. Once proper approval is received to post, Human Resources will prepare and send the internal posting information to the contact person listed on the *Personnel Requisition Form*. An internal posting can be posted within a department or within a division.

### 7. How are advertisements placed for my vacant position?

If you are interested in placing advertisements for your position, you should work directly with the Human Resources recruiter handling your position. All advertisements are handled by Human Resources.

### 8. Can I choose which applicants I would like to interview?

The recruitment process varies, depending on the position's category. Please contact your Human Resources office regarding the process.