

Job Posting

Supervisor Frequently Asked Questions

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

A [redacted] is completed by the department. The [redacted] is then submitted, through proper approval channels, to your Human Resources office.

2. Where do I find the Personnel Requisition Form?

The [redacted] 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 [redacted] is submitted, along with a justification, if required. A notation should be placed on the top of the