

## HIRING POSITION REQUEST FORM

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

1. Before you begin completing this form, your cost center manager will need to confirm funding for your new position request. You may contact the Office of Budget and Planning ext. 5725 or [oklochkova@wpi.edu](mailto:oklochkova@wpi.edu) if needed.
2. The Division of Talent and Inclusion office will review and approve position requests. The Compensation Analyst will complete salary benchmarking, if needed, and may provide further consultation. The average turnaround time may take up to a week to complete the new position request prior to initiating the job requisition process. If you have any questions while completing this form, please contact the Division of Talent & Inclusion at ext. 5470 or [talent@wpi.edu](mailto:talent@wpi.edu).
3. Instructions to submit this form:  
**REPLACEMENT POSITION REQUESTS:**  
Submit a job requisition in Workday and select the position being vacated in your supervisory org. This form is only required for staff replacements and must be uploaded in the *Attachments* tab when creating the job requisition.  
**NEW POSITION REQUESTS:**  
For **Operating Funded Positions**, submit completed form to [talent@wpi.edu](mailto:talent@wpi.edu)  
For **Faculty And Staff Positions in Academic Affairs**, submit completed form to [ksullivan@wpi.edu](mailto:ksullivan@wpi.edu)  
For **Non-Faculty Research Positions**, submit completed form to [cmbouchardchhoeu@wpi.edu](mailto:cmbouchardchhoeu@wpi.edu)  
Please write on the email subject line: NEW POSITION REQUEST
4. This form must be completed to initiate the review and approval flow in Workday. For staff job requisition requests, this will be approved to post in Workday upon committee approval decision. Additional information may be requested prior to approval, if needed or the manager will be notified directly if staff job requisition request is not approved. Please refer to the [guidelines](#) and the requisition review meeting [schedule](#) on this form or the [Talent and Inclusion website](#).

Please do not use this form if you are hiring an adjunct, temporary/seasonal, student or contingent (non-paid WPI) worker. Please refer to the appropriate job aid at [WPI Training Portal](#).

### SECTION 1: POSITION DETAILS

**1. Division:**

**2. Supervisory Organization (Hiring Manager):**

**3. Job Posting Title/Business Title:**

**4. Targeted end date/Compensation end date** (if applicable i.e., funding is only available for a specified period):

**5. Number of Positions to be filled** (if more than 1):

**6. Job Description**

A detailed job description including **summary**, **responsibilities** and **requirements** of the position is **REQUIRED** with submission. Please attach as a separate document in Word format with this form. A job description template guide is available in the [Talent Acquisition Toolkit](#). Please note, you will have the opportunity to edit this information during the job requisition process.

**7. Position Status** (select one of the following):

Full time

Part time (FTE % \_\_\_\_\_)

**8. Worker Type** (select one of the following):

Regular Staff (Salary/Hourly)

 Regular Fixed Term (*positions longer than 6 months with benefits i.e., Non-Faculty Research Appointments*)

Faculty T/TT

Faculty NTT

**9. Position Budget:** \$ \_\_\_\_\_

The Compensation Analyst will evaluate compensation amount and determine salary benchmarking before the new vacant position is created and will assign appropriate pay group based on the provided information. If benchmarking amount exceeds position budget, you may need to identify additional funding sources.

**SECTION 2: FUNDING DETAILS**
**1. Position Funding/Request Reason** (select one of the following):

APBP Approved/Budgeted New Position	<b>For FY20</b> _____ <b>- 20</b> _____ Cost Center Number _____
Budget Re-deployment	<p><b>Please indicate the following position details where the budget is being redeployed from:</b></p> Position Title _____ Position Number _____ <p><b>NOTE: The above position will be closed and unavailable to fill in the future unless other source of funding is available. Contact the Office of Budget and Planning at 5725 or <a href="mailto:oklochkova@wpi.edu">oklochkova@wpi.edu</a> for any questions.</b></p> <p style="text-align: center;"><i>OR</i></p> <p><b>Specify Operating Budget Line:</b></p> Ledger Account _____ Cost Center _____
Grant Funded ( <i>only for positions fully funded by grant</i> )	<p><b>Please specify the following Grant Details:</b></p> Grant Name _____ Grant Number _____ Award Begin Date _____ Award End Date _____ Cost Center Number : _____
Startup Funded (only for positions fully funded by startup funds)	<p><b>Specify designee of startup funds:</b></p> Cost Center Number <u>  1136  </u> - CC _____ Designee Number _____
Gift/Designee Funded	Cost Center Number _____ Gift Number _____ Fund Number _____ Designee Number _____
APBP Approved/Budgeted New Reallocated/Non- operating Funding Position	<b>For FY20</b> _____ <b>- 20</b> _____ Cost Center Number _____

Approved Operating Budget Overage	Provide explanation:  Cost Center Number _____
Replacement	Date the position vacated _____ Incumbent/Employee being replaced _____ Reason for vacancy _____

**SECTION 3: JUSTIFICATION (FOR STAFF POSITION REQUESTS ONLY)**

Worcester Polytechnic Institute has established a Staff Requisition Review and Approval Process to 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. 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. *Staff positions approved through annual budgeting and planning process (APBP), 100% grant funded positions and faculty positions are exempt from this process.*

1. What has created the need for this new position 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.).

**SECTION 4: ADDITIONAL COMMENTS**

--

<b>Submitted By:</b>	<b>Date Submitted:</b>
----------------------	------------------------

**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. *Faculty positions and 100% grant funded positions are exempt from this process.*

**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 new 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) Please provide position budget details. If this is a replacement that exceeds current budget, please describe funding plan.
  - g) If this position is not budgeted, how will it be funded?
2. The HR Talent & Inclusion will review the request and ensure the job duties, requirements and pay grade are consistent with the position as described. If not, a 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 monthly basis ([refer to the meeting schedule](#)). The Committee members will include Vice President, Talent & Inclusion and Chief Diversity Officer, Executive Vice President/CFO, Provost, and Associate Director of TalentAcquisition.

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?

<b>Requisition Review Committee Meeting Schedule</b> <i>Regularly Scheduled Meetings are monthly on Wednesdays at 9:00am</i>	
Requisition Review Committee Meeting Date	Deadline to submit Requisition & Justification in Workday
Wednesday, January 8, 2020	Monday, January 6, 2020
Wednesday, January 22, 2020	Tuesday, January 21, 2020
Wednesday, February 19, 2020	Monday, February 17, 2020
Wednesday, March 18, 2020	Monday, March 16, 2020
Wednesday, April 15, 2020	Monday, April 13, 2020
Wednesday, May 13, 2020	Monday, May 11, 2020
Wednesday, June 10, 2020	Monday, June 8, 2020
Wednesday, July 22, 2020	Monday, July 20, 2020
Wednesday, August 19, 2020	Monday, August 17, 2020
Wednesday, September 16, 2020	Monday, September 14, 2020
Wednesday, October 14, 2020	Monday, October 12, 2020
Wednesday, November 11, 2020	Monday, November 9, 2020
Wednesday, December 9, 2020	Monday, December 7, 2020