WHEN TO COMPLETE A POSITION REQUISITION

1. To fill a new or replacement position

- Any position that needs to be filled must have a requisition submitted through NEOGOV.
- This will initiate the recruitment process. Please work closely with the recruitment team and refer to the appropriate hiring procedure.

2. Establish or re-establish a continuous pool

- Each part time hourly or adjunct continuous recruitment must have a requisition. The applications will be referred to this requisition as a list of candidates in NEOGOV OHC.
- Each continuous pool must be re-established each fiscal year, which will create a new list of referred candidates and allow for proper documentation and records retention.

3. Temporary Full-time Faculty appointment

- All FT Temporary appointments require an approved requisition
- In the event that an existing adjunct faculty member must fill a vacant full-time faculty position, a requisition must be submitted and approved.
  - The faculty member in the temporary appointment must meet the minimum qualifications of the full-time position.
- Executive team must approve 1-year temporary full-time appointments.

4. Temporary position appointment while recruitment is active.

- In the event a position is vacant while the recruitment process has begun and the duties are being performed by another employee:
  - Complete a requisition for the position to be advertised.
  - Complete a second requisition for the temporary appointment of the employee performing the duties; this will not be advertised.
  - The employee in the temporary appointment must meet the minimum qualifications of the position being filled.