



## HUMAN RESOURCES

### Job Requisition Procedure Summary

Skidmore College has established and adheres to standard recruitment procedures. To ensure budgetary funding approval (as well as additional President's Cabinet approval during the strategic hiring freeze) and consistency in announcement and recruitment procedures, pre-recruitment authorization is required for all regular and temporary, full- and part-time, new and replacement positions, as well as summer hires and contract renewals for faculty positions.

All hiring departments, both faculty and non-faculty, must initiate a Job Requisition which can be completed on-line through the Human Resources (HR) website or at the following link: <https://jobs.skidmore.edu>

A Job Requisition must be generated to fill any vacancy; bring any person onto Skidmore's payroll; and renew any contract (faculty or otherwise). More specifically a Job Requisition must be submitted in the following cases:

- To fill a current, President's Cabinet/budget approved position (a replacement)
- To fill a new, President's Cabinet /budget approved position
- To fill a new or current position funded by a grant or gift to the College
- To change the FTE of a position (to increase or decrease the hours of a position)
- To renew a faculty contract
- To renew a non-faculty appointment

In the case of standing Job Requisition's (for example: union permit positions or Life Models in the Art department) these positions are filled on an "as-needs" basis. HR strongly recommends that hiring Chairs/Supervisors who oversee such positions check with their respective department or division head for approval prior to filling a position.

For more information about this procedure please contact Jude Klein, Assistant Director for Employment, Compliance and Workforce Diversity ([jsklein@skidmore.edu](mailto:jsklein@skidmore.edu) or extension 5819) or Jim Calhoun, Employment Coordinator ([jcalhoun@skidmore.edu](mailto:jcalhoun@skidmore.edu) or extension 5802).