**Luther College Request to Hire**

To initiate the hiring process, return this form, along with an up-to-date position description, to the Office of Human Resources. The Vice President for Finance and Administration provides first review of all requests to hire. Cabinet provides a subsequent review. The position may be rehired only after both reviews and approval by the President. This form must be typed (no handwritten forms will be accepted)

Position Title

Incumbent

Salary of Incumbent at end of employment (HR will enter) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current FTE OR New Position Resignation letter received (circle) Y or N

Reason for Vacancy

Non-Exempt (Support Staff) ­­­­­­\_\_\_\_\_\_\_\_\_\_ Exempt (Administrative Staff) \_\_\_\_\_\_\_\_\_\_\_\_

Department Name

Funding Account #

Salary Range (HR will enter)

Supervisor/Department Head

Please indicate the action(s) recommended for the above reference position:

 \_\_\_\_ Fill immediately

\_\_\_\_ Fill within \_\_\_\_\_\_\_ to \_\_\_\_\_\_\_ days after vacancy

\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Please provide detailed answers to the following questions.

# How could the department be restructured in order to reduce the FTE or eliminate the position?

# What are the risks and implications to the college if the position remains unfilled, unchanged, or the FTE is reduced?

1. What other short- or long-term options might be pursued to cover the workload if this position is unfilled or the FTE is reduced?
2. What connections do you have with people, organizations, list serves, employee resource groups, etc., to help create a diverse pool of candidates? HR will work with you on “next steps”.
3. Where will the office/work space be? Do we have existing workspace?

Step 1: Update job description, complete this form, sign and send to Human Resources (hr@luther.edu). HR will forward to VP for Finance and Administration after verifying current FTE and salary information.

 Supervisor Date

 VP Date

 Comments:

Step 2: HR and VP for Finance and Administration review.

 □ Reviewed & recommended to Cabinet for review

 □ Reviewed & not recommended to Cabinet for review

 Comments:

 VP for Finance and Administration Date

Step 3: Cabinet review. Send to Human Resources (hr@luther.edu) once Step 3 is completed.

 □ Reviewed by Cabinet and approved by the President

 □ Reviewed by Cabinet and not approved by the President

 Name Date