

**CAROLINAS COLLEGE OF HEALTH SCIENCES
POLICY AND PROCEDURE**

Section I - Administrative

SUBJECT: REQUISITION FOR PERSONNEL

REVIEWER(S): President

I. POLICY

The College will seek to remain staffed with full-time, part-time, and "as needed" (PRN) staff adequate to meet its mission.

II. PROCEDURE

- A. When a department manager knows there is/will be a vacancy, *their immediate supervisor* is notified.
- B. The department manager will use the online Human Resources (HR) Talent Acquisition Form (TAF) to initiate posting the position.
- C. A position justification is required, verifying the critical nature of the position. *This justification should be approved by the supervisor and forwarded to the president.*
- D. The TAF is forwarded to the president for approval.
- E. When a TAF is received by HR, they will verify that the position is budgeted, add it to the vacancy list, and commence activity to fill the vacancy.
- F. The Requisition for Personnel policy and procedure will be reviewed bi-annually.

III. APPROVAL

Name: _____ Title: President Date: _____