

STRATEGIC HIRING – PURPOSE AND PROCESS

Purpose: To ensure all hiring (search or promotional requests) meet the mission and strategic goals of the University.

Goal: Align hiring activities with fiscal discipline to ensure each position is designed and/or aligned with the defined unit goal plan and budgetary support is available.

Process: Submit all recruitment, search waiver, and/or promotion requests for **Unclassified Professional and University Support Staff Positions to HR after receiving approval from your unit hierarchy** (i.e., Vice Provost/Chancellor, Dean or Director). The request must contain:

- 1) A justification that identifies how the request is aligned with the future vision and goals;
- 2) If the position was a result of a reorganization, was HR's Learning and Organizational Effectiveness team consulted, and if so attach recommendation;
- 3) What level of risk does not filling the position bring the university; and
- 4) Budget Officer confirmation that funding is committed or available for the position request.

The Leadership Committee (Chancellor, Provost, and CFO) or their designee, will review all requests approved by HR. The decision made by the Leadership Committee is final and is not eligible for appeal or resubmittal before a three-month period.

What positions are included?

- Regular Unclassified Professional and University Support Staff positions that are or have become vacant
- Any promotional activity (personnel action) for an existing employee moving into a new position/role
- Any direct hire (search waiver) requests
- Any new positions not previously budgeted
- Increased FTE needs beyond the approved budget for pool hired positions (ex.: custodial, police officer, etc.)
- Any position funded from sources other than sponsored projects, grants, or contracts

What positions are not included?

- Any faculty, unclassified academic staff, career & specialty faculty (non-tenure track), or student positions
- Temporary unclassified professional staff positions
- Pool hired positions that are within the FTE approved for that fiscal year's budget
- Any position that is fully funded from sponsored projects, grants, or contracts

STRATEGIC HIRING – APPROVAL FORM

When a unit seeks to fill a vacancy or request a promotional activity, the strategic hiring request form and required attachments must be completed and submitted to employ@ku.edu with the subject line titled **Strategic Hiring Recruitment Packet**.

Required Documents:

- Position Description (Word document)
- Unit organizational chart, unit assessment or other supporting documentation (if available)
- Ad copy, if applicable

| | | | | | |
|--|------------------------|--|--|---|--|
| Contact name: | | Supervisor of position, if different than contact: | | Dept. name & number: | |
| Current position title: | | Proposed position title: | | Position number (list all if filling multiple positions): # of vacancies: | |
| Position location/division (Lawrence/Edwards/KLETC, etc.): | | Position location – State: | | Date position became vacant/last incumbent: Proposed effective date: | |
| Limited term end date (if applicable): | Proposed salary/range: | Advertised salary: | Funding source(s)*: | Potential other sources of funding*: | |
| Work location assignment: On-site. Position will solely work on-site. Telework. Position will solely work from their home. Hybrid. Position will be a combination of telework and on-site. | | | Is this position: <div style="display: flex; justify-content: space-around;"> New Promotion </div> <div style="display: flex; justify-content: space-around;"> Refill Direct Hire </div> | | |
| Does this position supervise any UPS/USS staff? | | Work schedule and shift: | FTE: | Condition of employment (Acting, Interim, Limited Term, Serve at the Pleasure, etc.): | |
| Yes No | | | | | |
| Is this position due to a reorganization or organizational structure change? | | | If yes, did you seek support from the Learning & Organizational Effectiveness team in HR? | | |
| Yes No | | | Yes No | | |

*If funding sources are from multiple units/schools/departments, appropriate approval from the individual unit/school/department is required.

Within the position description, how do you envision this position being cross functional within the organization to reduce silos and promote learning and growth?

What are the short-term and long-term consequences if this position is not filled?

Are there any budget increases associated with the request? Please provide an overview outlining any budget changes that will take place.

Please identify any compression (identify names/positions) this request will cause within the organization and how will you address/adjust for that budgetarily with other staff?

If a direct hire, please provide justification and attach a cv/resume to this form.



RECRUITMENT TEAM AND JOB POSTING

RECRUITMENT TEAM

| |
|------------------------------------|
| Search committee chair: |
| Req team/search committee members: |

JOB POSTING INFORMATION

| | | | |
|--|--------------------------------|--|---------------------------|
| Contact information to candidates (name, email, and/or phone): | | | |
| Additional candidate instructions: | | | |
| Posting specific questions (if applicable): | | | |
| Ad copy, if applicable (Attach ad copy) | | Additional ad locations (in addition to automatic ad location provided by HR): | |
| Posting removal date: | Application review begin date: | Estimated start date: | Background check funding: |

STRATEGIC HIRING – REVIEW AND APPROVAL

| UNIT APPROVAL – COMPLIES WITH UNIT STAFFING NEEDS | |
|---|--------|
| Requester: | Date: |
| Budget officer*: | Date: |
| Vice Provost, Vice Chancellor, or Dean*: | Date: |
| HR REVIEW – COMPLIES WITH CURRENT HR POLICIES | |
| Approved | Denied |
| Official position title: | |
| FLSA: | |
| Proposed advertised salary range: | |
| Comments: | |
| COMMITTEE APPROVAL | |
| Approved | Denied |
| Comments: | |
| Approved by: | Date: |

*If funding sources are from multiple units/schools/departments, appropriate approval from the individual unit/school/department is required.