GEORGIA PERIMETER COLLEGE

PROCEDURE FOR COMPLETING JOB REQUISITION AND JOB ANALYSIS FORMS

1. Budget Manager prepares **Job Requisition, Job Description Analysis**, and **Approval for Critical Hires** forms and forwards them to the appropriate administrator for approval. (The Budget Manager retains the gold copy of the Job Requisition form, which can be obtained by contacting the Human Resources Department; the Job Description Analysis and Approval for Critical Hires forms can be found on the college’s website.)

2. The Area Vice President reviews the hiring forms to determine the need for hire. If approved, the Job Requisition is forwarded to the Human Resources Department.

3. The Human Resources Department will assign a Job Requisition Number and logs that number. After reviewing the job description and salary range, the Human Resources Department will approve and forward the forms to the Director of Budgets.

4. The Director of Budgets is responsible for verifying a budgeted position vacancy and verifying the amount budgeted. If approved, the forms are then forwarded to the Executive Vice President for Financial and Administrative Affairs. (If not approved, the forms are returned to the Human Resources Department).

5. The Executive Vice President for Financial and Administrative Affairs is responsible for the direction of all personnel services and may approve or not approve the personnel request.

6. If approved by the Executive Vice President for Financial and Administrative Affairs, the forms are returned to the Human Resources Department after which the job is posted.

For employment (hiring) procedures, see the Georgia Perimeter College Administrative Policy Manual (Section 803.19, 803.20, 803.21, 803.22).

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