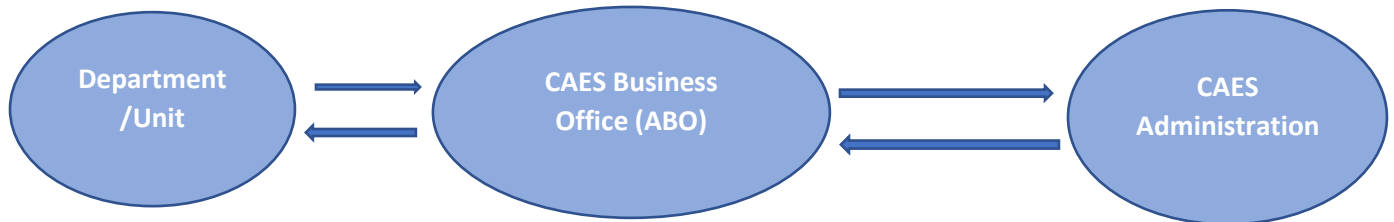




## Request to Fill (RTF) – Staff Positions

### Overview

This SOP describes the process for CAES departments/units to begin the hiring process for staff employees. Our College uses the CAES Request to Fill (RTF) - Staff form as the starting point for all regular staff hires. This includes full-time and permanent part-time positions. The process for position creation, position posting, and hiring all begin after the approval of this form. Once the RTF has been reviewed and approved by all applicable offices in the workflow, the approved position creation/position posting process may begin.



This SOP assumes that all appropriate departmental hiring procedures have been followed before the department/unit initiates the process.

### Roles and Responsibilities

Roles involved in the processing of an RTF include the following:

- **Department/Unit:** completes the form and submits to ABO with appropriate department/unit director approval
- **ABO:** reviews form, clarifies information, and routes for approval
- **CAES Administration:** provides budgetary review and approval

### Key Process Steps

1. When a department/unit determines the need for a new position or needs to backfill a vacant position, an RTF is completed. If the position requested is housed on the Tifton or Griffin Campus, the appropriate Assistant Dean box is selected before routing to ABO.
2. ABO reviews form to ensure that all lines are completed and accurate. A review of the justification is performed to ensure that it includes the following information: brief description and clear statement of need. If the position is existing, the justification contains the incumbent name.

NOTE: If the anticipated position salary is above \$40,000, a critical hire form needs to be submitted at the same time.

3. ABO routes the form to the appropriate associate/deans for review via DocuSign.

NOTE: Routing for these documents may vary by funding/department. For details see: Current Routing for RTFs.

4. The form is automatically routed back to both ABO and Departments/Units.

NOTE: If approved, the department/unit can continue the hiring process via UGAJobs. If the approved position is new, a position is created in UGAJobs. If the position exists, edits should be requested and approved, and then a posting requested.

## Relevant Resources

Link to form:

- [Request to Fill](#)
- [Current Routing for RTFs](#)

## Owner

Name	Date
CAES Business Office	August 3, 2020