

Position Control Overview

Purpose: Position Control supports our value for stewardship by vetting recruitment requests to ensure they are supported by an approved budget.

Process:

- **The hiring leader will submit the resignation and PAF to people@nwkidney.org – *Replacement reqs will no longer be approved without a submitted resignation & separation PAF.***
- The hiring leader will open and complete all required fields in the requisition template in Jobvite.
- The hiring leader will ensure submitted requisition has Director level approvals prior to review:
 - Deadlines: end of day Mondays, and Thursdays.
- VP reviews requests on Tuesday and Fridays and typically shares approval/rejection within one business day.
- Talent Acquisition will release approved requisitions for posting.
- Talent Acquisition will post the approved req within one business day of Jobvite approval (longer if information needed to post).

Business impact:

- Better turnover data, which will allow for better predictive turnover trending.
- Vacancy Rate – we see this ebb and flow between 8-10% monthly and believe this is why.
- Decrease traveler costs - there should be active req position if there is an active traveler.