

SOP: Position Control (Hiring Leaders & Talent Acquisition)

Owner: Talent Acquisition

Last Updated: October 7, 2025

Purpose: To ensure alignment with budget FTE's and support stewardship by standardizing and expediting the requisition process in Jobvite for all roles, including contingent staff.

Process:

- To reduce time to approve for posting, run checks:
 - Available budget?
 - PAF submitted for replacement requests?
 - Most updated job description?
 - Most updated compensation?
- Hiring Leader SLA to submit a requisition request (including Director approval):
 - EOD Monday
 - EOD Thursday
- For **FTE** Requests: See Jobvite – Creating a Requisition job aid on K-Net (Employee Tools → Tools for Managers → Hiring Manager Recruitment Toolkit).
- For **Contingent** Requests: Follow same requisition creation steps. To see process, view Contingent Staff in Jobvite job aid on K-Net (Employee Tools → Tools for Managers → Hiring Manager Recruitment Toolkit).
 - Request Details/Tips:
 - Missing information – enter any additional information/notes in the “Why position is needed” field (no PAF, etc.).
 - Only add the following approvers and in this order:
 - One-up leader (normally this is the Director)
 - Approving VP
 - N/A

FYI Jill Rogerson is hard coded into all requisition approval chains
 - 0.5 FTE ≥ should be listed as Per-Diem.
 - Per-Diem = 0.01 FTE

Once contingent staff is hired, People Team will notify NKC stakeholders to create NKC access

Action	SLA
Hiring leader submits requisition request	EOD Monday & Thursday
People Team submits Position Control for review	Tuesday & Friday AM
1 st level of approval	Within 24 hours from Tuesday & Friday AM
2 nd level of approval (CFO/CNO)	Within 24 hours from 1 st level of approval
Approve requisition requests in Jobvite for posting	Within 24 hours from 2 nd level of approval
Recruiters post requisition <ul style="list-style-type: none"> ○ Additional time maybe needed for some roles (one-off roles, leadership, etc.) to conduct the intake meeting with hiring leader to review position needs and posting 	Within 24 hours from approval in Jobvite