



## 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 <sup>st</sup> level of approval	Within 24 hours from Tuesday & Friday AM
2 <sup>nd</sup> level of approval (CFO/CNO)	Within 24 hours from 1 <sup>st</sup> level of approval
Approve requisition requests in Jobvite for posting	Within 24 hours from 2 <sup>nd</sup> level of approval
Recruiters post requisition <ul style="list-style-type: none"><li>○ 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</li></ul>	Within 24 hours from approval in Jobvite