## Filling a Vacancy

### What is this process for?

This process identifies how a vacant position is created and/or filled.

### Who is involved with the process?

HR Partner, Finance (for identifying budget for role), Talent Acquisition

### Summary of Process

1. A manager identifies the need for a new position and engages their HR Partner to determine the characteristics of the position and the position requirements.
2. The manager will verify budgetary constraints with the unit’s finance department.
3. The HR Partner will assess if a new job description is needed and if the job needs to be posted. If the job is posted, the Talent Acquisition Hiring process will need to be completed.
4. The HR Partner will complete a Job Evaluation and Equity Analysis, then determine pay recommendation based on Pay Equity Report (PER). If it is determined the offer falls under the HRAP-ASI requirements, it will need to proceed through the HRAP-ASI process.
5. When ready, the HR Partner will submit a MSS Transaction in OneUSG.
6. When the MSS Transaction has been completed, the HR Partner will communicate the outcome with the manager.

### What are the major things to consider?

- **Budget**: Identify the salary range for what to offer/pay the new candidate.
- **Job Description**: Make sure the job description is up-to-date and will provide the unit what they are looking for. The HR Partner will help determine the characteristics of position and advise manager of rules.
- **Posting the Job**: Determine where to post (internal/external) or if there is a need to post the job. Please refer to the decision matrix on how to determine whether to post or not.
- **Salary**: Review salaries for current employees when determining an offer for a new hire to avoid salary compression. If the candidate is an internal hire, please refer to the HRAP-ASI process if their offer would increase their salary above 9.9% **or** if the increase would have a cumulative increase total (if they received an increase already) of 9.9% within the same fiscal year.
- **GTHR Compensation Engagement**: GTHR Compensation should only be engaged for HRAP-ASI questions and unique situations (i.e. one position type, needing external information). The HR Partner Supervisor should be engaged before engaging with GTHR Compensation.

### Links to Additional Resources (policies)

- Filling a Vacancy Decision Matrix
- Filling a Vacancy Process Map
- Interviewing @Tech website
- Retired But Working (RBW) website
- Direct Appointment website