



# Health

## Position Review Request

Please note: This document is to be completed & uploaded in the PeopleFluent System as you are creating the Job Requisition. Please create the job requisition and attach this form. If you should have questions, please contact your HR Talent Consultant/Recruiter.

Date Submitted:  Shared Services? Yes  OR No  Cost Center:

Position Number:  Position Title:  FTE:

Department/Unit Name:

Budgeted Salary:  Pay Band:   Exempt OR  Non-Exempt

Employment Status:  Clinical  Administrative  Regular OR  Temporary FTE:

Name of the Requester/Primary Departmental Contact:

Email Address:  Office Extension:

Name of the person completing this request, if different from the name listed above:

Total Departmental FTE's:  Total Filled:

Reason for the Vacancy:  New Position  Term for Cause\*  Transfer\*  Resignation\*

\*If replacement, date the position was vacated:

**Justification:** Please use this space provided below to outline the critical nature of this position; and attach additional pages, if necessary:

Is there another department that performs similar duties/functions? Yes  OR No

Is there another way to get the work done? Describe any efforts that have been made to re-engineer the work so as to eliminate this position or redistribute the work to other positions in the organization.

**What are the consequences if the position is not approved at the present time? Provide relevant metrics as appropriate.**

*NEXT STEPS:*

- 1) *Obtain Approval from Department Head/Director*
- 2) *Department Head/Director obtains approval from Vice President*
- 3) *Upload the approved document in PeopleFluent as an attachment to the requisition.*
- 4) *Vice President obtains approval from Executive Vice President*

**Approvals:**

	Date
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	Date
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***\*\*Provide/Attach an organizational chart showing the vacancy and its relationship to other positions in the unit/department, and indicate/highlight the vacant position.\*\****