

Lewis & Clark College Requisition to Fill Position Vacancy

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|------------------------------|--|
| Date: | |
| Position to be filled: | |
| Department: | |
| Hiring Manager: | |
| Annual Salary: | |
| FTE: | |
| # of Vacancies to be filled: | |
| Details about your opening: | |
| | |

Executive Council Review Process Questionnaire

1. What are the budgetary implications in filling (or not) this role?

2. What are the consequences of deferring the vacant position for the next several months or beyond?

3. How does filling this vacancy impact my ability to meet my short/long term objectives?

4. Are the PDQ and Job Description that I have on file an accurate reflection of what really happens in this role?

Executive Council Review Process Questionnaire
(continued)

5. Are there any changes made to the Job Description?

6. What did the incumbent who left the position (if applicable) find most enjoyable about the work? What were their greatest challenges?

7. Are there similar roles within my department/division? Are there opportunities for consolidation or job re-structuring?

8. Are there candidates for this role within the department?

9. Is this the right amount of time to devote to this work? Could the work be done part-time and is the work value added?

Approval Signatures:

Hiring Manager

(Date)

CFO / Provost

(Date)