**Job Approval and Posting Instructions**

Effective May 12th, 2020 HR launched new procedures for hiring to support President Rosenbaum’s “hiring slowdown” direction. It has been modified to incorporate PMA’s process, below.

**New Job Requisitions**All new requisitions must be approved by the Division Operations Officer (DOO) using the **Staff Requisition Request Form** **(SRRF)**.In some cases, additional approval will be required from the Provost’s Office.

**Process Steps:**

1. Admin Assistants should work with the PI to complete the SRRF.
   1. If you have a candidate of interest, please advise if your candidate:
      1. has work authorization to work in the US, and
      2. already resides in the US
2. Once complete, the Admin Assistant routes it to [pmagm@caltech.edu](mailto:pmagm@caltech.edu) for further review by the appropriate GM.  The GM will address any financial questions with the PI and, when approved, will then email it to Shruthi Aradhya for Division review and approval.
3. Upon approval, Shruthi will sign it.  Depending on funding source, we will follow step a or b, below.
   1. **All academic or research roles on a general budget PTA** must then be routed to the Provost’s Office for approval.  Shruthi will route the form.  If approved, the Provost’s Office will sign and return the form to Shruthi.
   2. **All academic or research roles on a non-general budget PTA** (i.e. federal grants, non-federal grants, gifts, endowments, or other activities awards) **do not** need further approval from the Provost’s Office.
4. Upon approval of the SRRF, the Admin Assistant should complete a “**Taleo\_Hiring\_Template – FINAL - 052920**” or, if a Summer Hire, a “**Taleo\_Summer\_Hire\_Template-FINAL-050420**” and submit it to Jenny Gaw.
5. Jenny will obtain the position classification and pay range from Compensation and then will create the requisition in Taleo.  Jenny will also ensure that the approved SRRF is attached to the requisition so that Recruiting will post the requisition.
6. The standard Taleo approval process will commence, including review and approval by Compensation, the Division, and Recruiting.

Please contact Jenny Gaw at [jennygaw@caltech.edu](mailto:jennygaw@caltech.edu) with questions about the process.

