

REQUEST TO POST PROCEDURE

The LTC Human Resources Department and the Campus Dean seeking to fill a job opening work jointly on hiring faculty and staff. Below are the steps for completing the request to post form.

1. Approval Process

The first step in the process requires the completion of a Request to Post Form by the Campus Dean. The form must have three required signatures before it will be considered approved (Campus Dean, Regional Human Resources Manager, and Regional Director). Newly created positions must include a position number, job title and an established date. Previously created positions must contain a title and position number. Also, enter the beginning date and ending date for the length of the job posting. **No postings or advertising will be done before this form is completed. Incomplete forms will be returned to the Regional Human Resources Department.**

2. Supporting Documentation

Step two is to complete either a job description or an approved unclassified justification form for the position. New created positions must have unclassified justification form and job description. However, previous created jobs must only have a job description. The job description should be reviewed, and updated as necessary, anytime there is a job vacancy. The description should summarize clearly and concisely the essential functions of the job, the knowledge, skills and abilities as well as the minimum requirements needed to perform the job. This description is required and should be sent to Human Resources with the Request to Post Form. No postings or advertising will be done before HR has received the complete documentation. This step can be excluded when positions are short-term temporary.

3. Submittal Process to Regional Human Resources

Step three is to submit the Request to Post Form, the supporting documentation and the job posting. The job posting must be emailed in word format using the Job Posting Template. The template is located on the LTC website under Policies and Forms. <http://www.ltc.edu/policies.asp>. It is recommended that this job posting template is used for posting the position on the website.

4. Submittal to Designated Posting Authority

Step four is for the Regional Human Resources Manager to review and submit the Request to Post Form, supporting documentation and the job posting to the designated position authority (appointed by Regional Director) in the region.

5. Processing the Job posting on the Regional Website

Once all the documents are in place, all other approvals for the job postings will require to be link to the original regional website from the campus website.

6. Removal of Job Postings from the LTC Regional Website

The final step is for the designated position authority (appointed by Regional Director) to remove the job posting once the posting has expired.