



Strategic Workforce Planning
Decision-making Guide for Staff and Administrator Positions

Purpose/Scope:

This purpose of this form is to provide essential data that will inform and guide the College's Senior Administrative Leadership Team (SALT) in making decisions regarding position vacancies. The review of position vacancies is conducted by SALT on a monthly basis. When submitting a position vacancy for consideration and approval to recruit and fill, this form must be submitted to the HRSTM Talent Acquisition and Employment Manager (Recruitment) Manager upon completion. Please have position reclassifications completed prior to submitting this form.

The form must include divisional administrator leadership signature indicating approval – or an email indicating approval can be attached. Without this, the position will not be submitted for consideration. Once HRSTM received a **completed and approved form**, it will be reviewed and submitted for SALT review. Check with your HRIC to learn more about submission deadline dates for each month.

Specific Instructions:

- [Section 1:](#) Essential information regarding the position presented for consideration. All items in this section must be completed.
- [Section 2:](#) Complete this section only for positions that are grant or WDCE funded. If the position is funded through a grant or through WDCE, there is no need to complete section 3.
- [Section 3:](#) Complete this section for all operating budget positions and alternate funded positions (other than grant and WDCE). Responses should be limited to 3-4 sentences per question.
- [Section 4:](#) A signature demonstrating endorsement from the division or area's SALT representative is required to advance the request for SALT consideration.

For assistance with completing this form, please reach out to your **HR Internal Consultant:**

Carla Ammerman: Academic Affairs

Leslie Jones: Student Affairs
Administrative and Fiscal Services
Advancement and Community Engagement