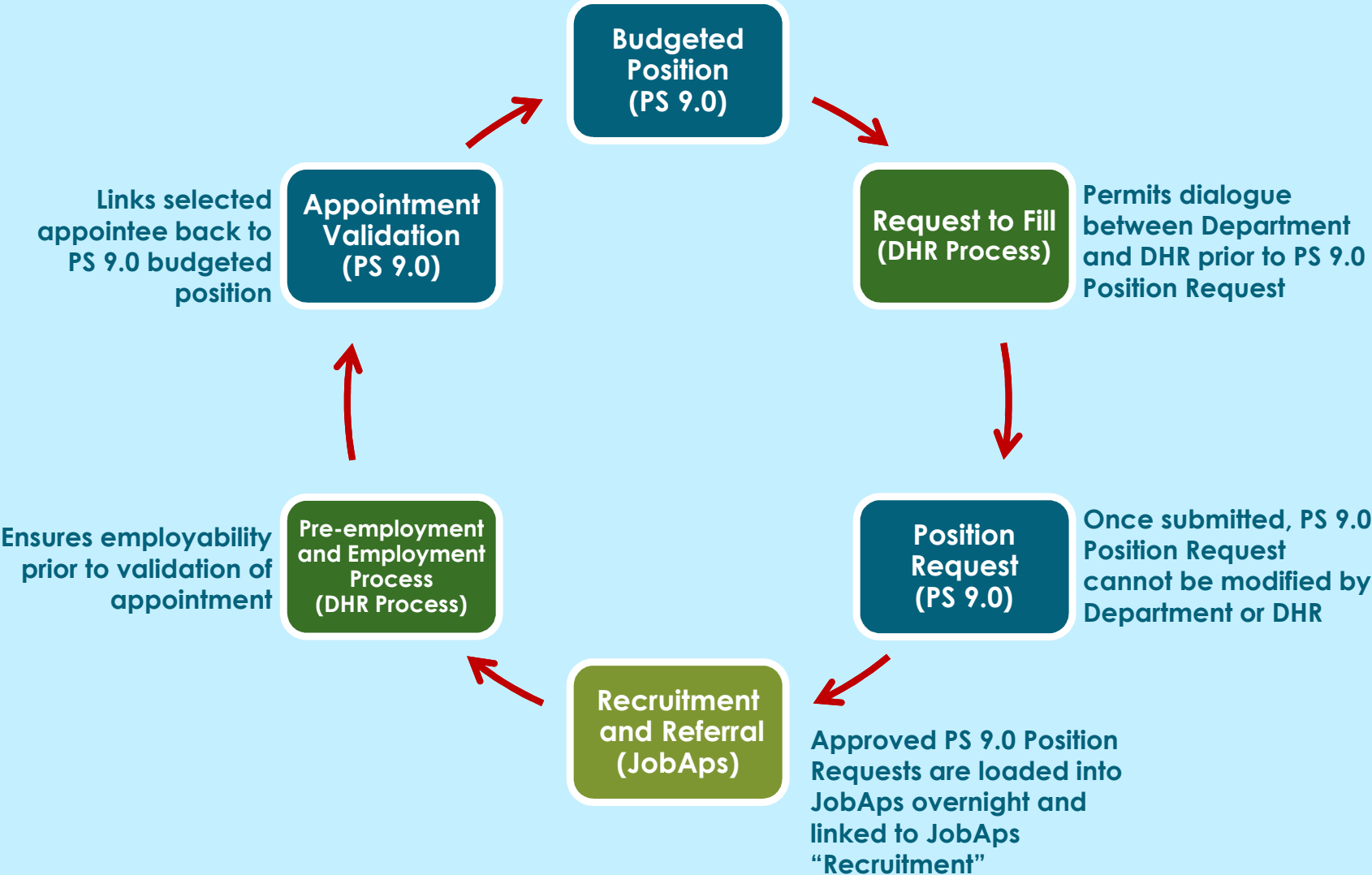


June 7, 2012

HR Forum Request to Fill Brown Bag

Knowledge. Support. Success.

The Position Approval and Hiring Processes



Request to Fill vs. Position Request

- Request to Fill
 - Interactive position review process between Department and DHR
 - Based on old Request to Fill Form
 - Electronic Form (EF)
 - Submitted through Electronic Service Request (ESR)
 - Requires DHR approval
- Position Request
 - PeopleSoft 9.0 process
 - Follows approval of Request to Fill
 - Uses position information already reviewed by DHR in Request to Fill
 - Requires Controller, Mayor and DHR approval

New Things to Look For

- Position number
 - For existing positions, the number will be system-generated during the initial reconciliation process
 - For new positions, the number will be system-generated at the time a new position is created in PS 9.0
 - Links all aspects of position approval, recruitment and appointment processes
 - Once established, the number will continue as the position identifier when the position is vacated and refilled

New Things to Look For

- Recruitment Number (List ID)
 - Example: CBT-1244-056604
 - Established during Request to Fill process
 - Use existing number for Referral from Existing List
 - Obtain new number from DHR for new recruitment or new Exempt Appointment
 - Required field in PS 9.0 Position Request process
 - Goes with position information into JobAps to be linked to recruitment, hiring and referral processes

New Things to Look For

- Special Conditions
 - New ways of defining special conditions
 - Required as minimum qualifications for recruitment
- Request to Fill Attachments
 - Will also be attached to PS 9.0 Position Request
 - Meet current and future reporting and external audit requirements
 - Conveniently archived reference for future/additional position vacancies

Electronic Service Request (ESRs)

- Simplify approval process
- “Submit” button
- Automatically routed to DHR
- Email notification
- Confirmation
- Final approved form in PDF

Electronic Form (EF)

- Online fillable PDF
- Save or Email
- Can be attached to Electronic Service Requests

Section I: Department and Position

- Summarizes the current *Request to Hire* form
- Information about your department and the position you are requesting
- Reviewed and approved by DHR Client Services

Section II:

Exempt Request Justification

- Applies to exempt requests only
- Information and required forms that apply to exempt requests
- Reviewed and approved by DHR Client Services

Section III:

Special Condition Request

- Only applies to Special Condition requests
- Information and required forms that apply to Special Condition requests
- Reviewed and approved by DHR Client Services

Section IV:

Type of Hire/Recruitment Type

- Reviewed and approved by DHR-RAS
- If borrowing a list, approval needed
- List ID will be provided by RAS along with the full recruitment number

Section V: Department Certification

- Reviewed and approved by the Department authorized analyst

PeopleSoft 9 Data Entry

- Mirrored fields
- In order as it appears in PS9

Your feedback is appreciated!

- For comments or questions, please visit HR Forum @ www.sfdhr.org
- Or email HRForum@sfgov.org

Thank you!