

Appendix N. Sample Cabinet Review Form

Cabinet Review Form

Vacancy Review is a term that permits Cabinet to assess, discuss, and determine the need to fill employment vacancies (promotions, transfers, and new hires).

This form must be submitted with each request to fill any vacant position to the appropriate vice president.

A. Title of position: **2 HRM Specialist Positions**

B. Department/Division: **Administrative Services/Human Resources**

1. Is the position critical (right now) to meeting the operational needs of the college? **Yes. HR must have 6 full time staff based on the normal HR staff ration of 1 staff for every 50-60 employee based on the current 360 full time employees. If we count the PT personnel too, HR staffing will raise up to 9 or 10. Though HR functions are centralized at the National Campus, there are 2 staff only at this time after one full time staff departed a few months ago.**

	Yes (2)	No (1)	N/A (0)
Score			

2. Has provision within the division's budget been made for filling the position? Proposed in FY2016. **Yes**

	Yes (2)	No (1)	N/A (0)
Score			

- 2a. Is the position supported by Special Project funds? **No.**

	Yes (2)	No (1)	N/A (0)
Score			

- 2b. If yes, what period of time is the project authorized?

3. Does the current workload (of the department/division) dictate the need for filling the position? **Yes. The current work load is beyond unreasonable and difficult to meet with both consistency in quality and quantity.**

	Yes (2)	No (1)	N/A (0)
Score			

4. Do the duties of the position fall within the job scope of an existing employee? **NO**

	Yes (1)	No (2)	N/A (0)
Score			

5. Can the duties of the position be covered in some other manner or deferred for some time period? **NO**

	Yes (1)	No (2)	N/A (0)
Score			

6. Is the position required to meet public health, safety or provide essential administrative or operational support? **Yes. HR functions are essential to Recruitment and Retention of personnel, Benefit administration, Compensation, Performance Evaluation Management, Professional Development, Policy Development and Management, HR Compliance, Employee Relations, Grievance Matters, etc.**

	Yes (2)	No (1)	N/A (0)
Score			

7. When did the position become vacant? Proposing to create a new position. **April 30, 2015 one and the other was years before and was taken off the budget and was just recently put back on FY 2016 budget.**

8. How have duties been covered since the vacancy occurred? **One special contract person was hired January 2015 and she departed last month to assume**

a full time position elsewhere. HR Director has assumed all and any responsibilities not carried out by the current support staff currently and before.

9. Can this coverage continue in this manner? **No**

	Yes (1)	No (2)	N/A (0)
Score			

9a.

10. What are alternatives for filling these positions? **No available reasonable option. The college is not in a position at this time to reduce personnel to fit the current 2 HR staff or the functions of the office. The only option is to fill the positions to provide additional help although HR will still be 2 men short.**

11. What is the impact of not filling this position? (be specific with details)

The current staff is running the risk of burnt out and exhausted on many levels. The 2 staff members cannot adequately provide the required quantity and quality of services on a consistent basis.

To derive a final score simply add the scores that were awarded and divide the number by the total number of questions answered either yes or no to give an average, i.e. exclude those questions answered not applicable. Using the table below identify where the final score resides in order to determine the outcome of the contract.

Total Score		a)
Number of questions answered yes or no		b)
Result a) divided by result b)		

0 – 1.3	1.4 – 2.0
Terminate/hold vacant position	Fill vacant position

Date Reviewed: _____ Signature of VP: _____

I recommend processing this personnel requisition

I DO NOT recommend processing this personnel requisition

[] Provide specific instructions below.

Instructions:

**A position that is rated between 1.4 - 2.0 and determined a high priority may NOT be approved if there is no funding identified or available for this position.*