About the Document

name	**OP-MGR-2440-M. Position Information Checklist**
owner	HR
access & use	Restricted to Hiring Managers & HR
what it is	A checklist that helps to: ◆ Define the status of an open position ◆ Ensure that all hiring alternatives and costs have been explored when a new position is created
who uses it	◆ Hiring Manager and HR review and complete the checklist ◆ Finance and senior management, who will review the completed checklist as an addendum to the Approval to Hire Form, and provide the green light to begin the recruiting process.
Caution: These instructions and the accompanying checklist include sensitive information. They should not be shared with staff members who do not have responsibility for direct reports. Use caution and discretion when using, as even blank documents may be misunderstood without context.	

Why This Process is Important

Although your position may have been approved and included in the annual budget, it is essential that you review the **Position Status Checklist** before recruiting begins, to ensure that all options for the position status have been fully explored.

This process is also necessary when a position is open due to the departure of a previous staff member whose status was permanent full-time. The departure of a staff member can present an opportunity to enhance the effectiveness and skills of a department.

There are no set formulas or methods for determining the position status. The purpose of the **Position Status Checklist** is to drive a conversation between HR and Hiring Manager, ensure that all options are considered, and ultimately defend the final decision.