



Department of Human Resources Position Action Form Procedure

The Position Action Form (PAF) is used to either establish a new position or to initiate a recruitment process in order to fill a current vacancy. The recruitment process cannot begin until the Human Resources Department receives a completed PAF. [Click here to view a Sample of PAF](#)

Establishing a New Position

- Prior to establishing a new position the appropriate Vice President will consult with the Vice President for Finance & Administration to determine if funding for the position exists.
- After receiving this approval the appropriate Vice President will inform the Associate Vice President for Human Resources.
- The Human Resources Department will then work with the department supervisor on identifying the appropriate job level for this position. Unclassified positions (Management & Confidential, SUOAF, and AAUP) will be handled by the Associate Vice President for Human Resources and Classified positions (Clerical, Maintenance, & the Connecticut Police & Fire Union) will be handled by the Assistant Director of Human Resources – Recruitment.
- Based on the information gathered from the Department Supervisor/Chair, the Assistant Director of Human Resources – Recruitment will complete a PAF and electronically distribute it to the Department Supervisor/Chair, Dean (if applicable), and the appropriate Vice President for their approval. Electronic approvals will be sufficient.
- Once the approvals have been received the Assistant Director of Human Resources – Recruitment will review, approve, and forward it to the Director of Financial Planning & Budgets and the Vice President for Finance & Administration for final approval.
- Once the final approval has been received the Assistant Director of Human Resources – Recruitment will email a copy of the completed PAF to all signatory/approval individuals, as well as the Executive Assistant to the President/Chief Diversity Officer, informing them that they are authorized to begin the recruitment process. If the position is within the SUOAF or Management & Confidential ranks it may require approval of a newly created job description from the Council on Employee Relations (CER) and/or SUOAF union leadership prior to beginning the recruitment process.
- If, for some reason, the Vice President for Finance & Administration, in consultation with the appropriate Vice President, does not approve the PAF, within two (2) business days of the receipt of the PAF they will inform the Assistant Director of Human Resources – Recruitment of such who in turn will notify the Department Supervisor/Chair and Dean (if applicable).

Refilling a Current/Upcoming Vacancy

- Once the Human Resources Department becomes aware of an upcoming position vacancy due to a resignation, retirement, etc., the Assistant Director of Human Resources – Recruitment will contact the Department Supervisor/Chair in order to assess their intentions with regards to refilling the position vacancy.
- The Human Resources Department will then work with the department supervisor on identifying the appropriate job level for this position. Unclassified positions (Management & Confidential, SUOAF, and AAUP) will be handled by the Associate Vice President for Human Resources and Classified positions (Clerical, Maintenance, & the Connecticut Police & Fire Union) will be handled by the Assistant Director of Human Resources – Recruitment.



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- Based on the information gathered from the Department Supervisor/Chair & the Assistant Director of Human Resources – Recruitment, the appropriate Vice President will consult with the Vice President for Finance & Administration to determine if funding for the position exists.
- After receiving this confirmation, the appropriate Vice President will inform the Associate Vice President for Human Resources.
- The Assistant Director of Human Resources – Recruitment will complete a PAF and electronically distribute it to the Department Supervisor/Chair, Dean (if applicable), and the appropriate Vice President for their approval. Electronic approvals will be sufficient.
- Once the approvals have been received the Assistant Director of Human Resources – Recruitment will review, approve, and forward it to the Director of Financial Planning & Budgets and the Vice President for Finance & Administration for final approval.
- Once the final approval has been received the Assistant Director of Human Resources – Recruitment will email a copy of the completed PAF to all signatory/approval individuals, as well as the Executive Assistant to the President/Chief Diversity Officer, informing them that they are authorized to begin the recruitment process. If the position is within the SUOAF or Management & Confidential ranks it may require approval of a newly created job description from the Council on Employee Relations (CER) and/or SUOAF union leadership prior to beginning the recruitment process.
- If, for some reason, the Vice President for Finance & Administration, in consultation with the appropriate Vice President, does not approve the PAF, within two (2) business days of the receipt of the PAF they will inform the Assistant Director of Human Resources – Recruitment of such who in turn will notify the Department Supervisor/Chair and Dean (if applicable).