Request to Fill: Quick Decision Guide for Student Affairs HR Reps

Use this guide to determine whether the "Request to Fill" form is required.

Step 1: What type of position is being filled?

A. Is this a *new* position (not previously existing)?

- ☑ **Yes → Request to Fill form is REQUIRED**
  (Includes full-time or part-time Faculty, Staff, or Student positions)
- ✕ **No** → Proceed to question B below.

B. Is this an *existing* (backfill) position?
→ What type of role is it?

Position Type	Request to Fill Needed?
Staff (Full-time/Part-time)	☑ Yes
Faculty (Full-time/Part-time)	☑ Yes
Student	✕ No
Temporary (Any type)	✕ No

Step 2: Position Description (PD) Approval

Before submitting the Request to Fill form:

Position Type	Requires OVPSA Review of PD?
Staff or Faculty	☑ Yes
Student or Temporary	✕ No