

Skidmore College has established and adheres to standard recruitment procedures. To ensure budgetary funding approval (as well as additional President's Cabinet approval during the strategic hiring freeze) and consistency in announcement and recruitment procedures, pre-recruitment authorization is required. A Job Requisition which can

be submitted on-line through the Human Resources (HR) website or at the following link:

www.skidmore.edu/oracle-training/how -

[to/recruitment.php](http://www.skidmore.edu/oracle-training/how-to/recruitment.php)

A Job Requisition must be generated to fill any vacancy; bring any person onto Skidmore's payroll; and renew any contract (faculty or otherwise). More specifically a Job Requisition must be submitted in the following cases:

- To fill a current, President's Cabinet/budget approved position (a replacement)
- To fill a new, President's Cabinet /budget approved position
- To fill a new or current position funded by a grant or gift to the College
- To change the FTE of a position (to increase or decrease the hours of a position)
- To renew a faculty contract
- To renew a non-faculty appointment