



Requisition Matrix

The NEW process for headcount requisitions will depend on the “type” of requisition. There are 3 types of requisitions:

1. Continuing Position – A position with no changes that is being filled due to the departure of an employee. (No additional headcount).
2. Adjusted Position – A position that is being modified from its current job description (No additional headcount). This may include a significant salary and title increase.
3. New Position – A position that results in net new additional headcount.

There will be a new process for continuing positions, effective immediately. New positions and adjusted positions with significant salary and/or title increases will continue to be approved by ET.

New positions

1. Hiring manager completes job description and job analysis (www.surveymonkey.com/r/MoodyJobAnalysis) then sends requisition and job description to his/her supervisor for approval
2. Supervisor reviews and forwards requisition to his/her VP
3. VP Reviews, signs, and sends to Darric Obinger along with Job Description
4. Once Comp approved, Darric Obinger sends requisition back to hiring manager
5. Hiring Manager sends to ET for approval
6. After ET reviews and signs requisition, requisition and job description are sent to HR for posting

Adjusted Positions

1. Hiring manager completes job description and job analysis (www.surveymonkey.com/r/MoodyJobAnalysis) then sends requisition and job description to his/her supervisor for approval
2. Supervisor signs requisition, and sends to his or her VP
3. VP reviews, signs, and sends completed requisition to Joe Bolz along with job description for compensation analysis and approval
4. If HR VP approves, position will be posted by HR
5. If HR VP doesn't approve, Hiring VP and HR VP will present Requisition to ET
6. Once final decision is made, ET sends to HR for posting

Continuing Positions (NO changes)

1. Hiring manager sends requisition to his/her supervisor for approval
2. Supervisor reviews and forwards requisition to his/her VP
3. VP reviews, signs, and sends completed requisition and Job Description to Darric Obinger for posting/recruiting