```
                          ┌─────────────────┐
                          │  Hiring Manager │
                          └────────┬────────┘
                                   │
                          ┌────────▼────────┐
                          │ Hiring Manager's│
                          │    Supervisor   │
                          └────────┬────────┘
                                   │
                          ┌────────▼────────┐
                          │     Hiring      │
                          │ Vice President  │
                          └────────┬────────┘
                                   │
                          ┌────────▼────────┐
                          │    Manager,     │
                          │ Recruiting and  │
                          │  Compensation   │
                          └─┬──────┬──────┬─┘
                            │      │      │
            ┌───────────────┘      │      └───────────────┐
            │                      │                      │
   ┌────────▼────────┐   ┌─────────▼───────┐    ┌──────────▼──────┐
   │      New        │   │   Adjusted Job  │    │  Continuing Job │
   │    Headcount    │   │                 │    │                 │
   └────────┬────────┘   └─────────┬───────┘    └──────────┬──────┘
            │                      │                       │
   ┌────────▼────────┐   ┌─────────▼───────┐    ┌──────────▼──────┐
   │     Hiring      │   │    Manager,     │──► │  Vice President,│    │  Vice President,│
   │ Vice President  │   │ Recruiting and  │    │  Human Resources│    │  Human Resources│
   │                 │   │  Compensation   │    │                 │    │                 │
   └────────┬────────┘   └─────────────────┘    └──────────┬──────┘    └──────────┬──────┘
```

New Headcount → Hiring Vice President → CFO → Manager, Recruiting and Compensation for Posting

Adjusted Job → Manager, Recruiting and Compensation → Vice President, Human Resources → Approved - Yes / Approved - No

- **Approved - Yes → Manager, Recruiting and Compensation for Posting**
- **Approved - No → Hiring Vice President and Vice President, Human Resources Present to CFO → Manager, Recruiting and Compensation for Posting**

Continuing Job → Vice President, Human Resources → Manager, Recruiting and Compensation for Posting

Requisition Matrix

The 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.

New positions and adjusted positions with significant salary and/or title increases will continue to be approved by the CFO.

New positions

1. Hiring manager completes job description and job analysis 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 the Manager, Recruiting and Compensation along with Job Description
4. Once compensation is approved, the Manager, Recruiting and Compensation sends requisition back to hiring manager
5. Hiring Manager's VP sends requisition to CFO for approval
6. After CFO 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 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 the Manager, Recruiting and Compensation along with job description for compensation analysis and approval
4. If HR VP approves, the position will be posted by HR
5. If HR VP doesn't approve, Hiring VP and HR VP will present the requisition to CFO
6. Once a final decision is made, CFO 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 the Manager, Recruiting and Compensation for posting and recruiting