

# Process for Filling a Vacancy -FTE Enterprise Pool-

The purpose of this procedure is to outline the FTE enterprise pool process for filling a vacancy beginning October 2, 2006.

## Procedures

- Step One: Hiring Manager will use Microsoft Word to complete top portion of Talent Requisition Form, found on the TPM and E-hr websites.
- Step Two: Completed form, **position description and physical demands** for the vacancy must be **emailed** to the TPM Service Advisor within the business unit. The Advisor will review to ensure the position description and physical demands are appropriate and qualify for the requested job classification. If the job classification has not been established, then the Advisor will notify Human Resources for assistance. If the job classification is established, then the TPM Service Advisor will complete the bottom portion titled "HR Use Only".
- Step Three: Once all required information is complete (including position description and physical demands), TPM Service Advisor will **email** all documents to Workforce Planning in Human Resources at [apply@scgov.net](mailto:apply@scgov.net).
- Step Four: Workforce Planning will review forms and select an ID number from the FTE Pool and create job posting in PATS.
- Step Five: If the business center does not appear to have a vacant FTE, Workforce Planning will contact the TPM Service Advisor and/or Hiring Manager to discuss next steps.

**PLEASE NOTE:** All bargaining unit positions will be advertised with bargaining unit FTE's and all non-bargaining positions will be advertised with non-bargaining FTEs. Normal procedure will be followed when contacting the union for taking FTEs in/out of the union.