

How to Fill a Vacant Position

- Position control requests are located on the SVMC Intranet page under Employee/HR Requests/Position Control – Post Position.
- Complete the form and be sure to select your VP, because the requests are submitted to your respective VP for **initial** approval.
- Once your VP approves your position control request, it is then sent to Senior Management for final approval. Senior Team meets every Tuesday so positions are approved 1X per week.
- Positions must be posted for 5 days.
- Please make sure you are filling out the Position control request accurately. This is the only information we have for the posting.
- Please use the comment section to indicate if this position has specific hours, internal candidates only to be considered, etc...(any additional information that is helpful in the recruitment process)

*If an employee wants to change status from FT or PT to PD you do **NOT** need to do a position control. This is a status change and an employee change notice needs to be completed. This is **ONLY** if they are going to PD status. If there is a question about the pay rate, please contact HR. The pay rate needs to be included in the change notice. The employee will need to come to HR and initial the completed Employee Change Notice and sign the PD agreement.

**Job Descriptions and qualifications should be reviewed and revised (if necessary) prior to submitting a position control.