

# HIRE REQUEST FORM FOR INTERNAL VACANCY



**PURPOSE:** This form is used to fill a vacancy with a current employee in compliance with [33.99.04.C0.01](#) *Promotion, Transfer, and Voluntary Moves*, and [33.99.01](#) *Employment Practices*.

**INSTRUCTIONS:** 1.) Complete information below. 2.) Submit the Promotion Request Form, resume of current employee recommended for the position, and an updated position description to [Employment@tamucc.edu](mailto:Employment@tamucc.edu). 3.) If additional funds are requested, submit a [Position Review Form](#), as well.

## I. POSITION & EMPLOYEE

PROMOTION

LATERAL

OTHER: \_\_\_\_\_

EMPLOYEE NAME	UIN	DEPARTMENT	EMPLOYEE'S CURRENT JOB PROFILE	
VACANCY JOB PROFILE	POSITION ID	MANAGER OF VACANCY	RECOMMENDED SALARY	PROPOSED EFFECTIVE DATE

## II. JUSTIFICATION\*

*\*Include additional pages, as needed.*

- Please justify why the employee is the best person for the job.
  
- Who are other employees at the University that are eligible for consideration to fill the vacancy? Were they considered? Why or why not?
  
- If no one was eligible to fill the vacancy other than the employee, please explain why. Information to include may be performance reviews and future actions the department will recommend in order to prepare the other employee(s) for a future promotion.
  
- Please indicate the anticipated action that will be taken on the vacancy that will be created after the promotion.  
 Open to Public    Open Internally    Promotion Request    Closing Position    Other: \_\_\_\_\_

## III. SUPPLEMENTAL DOCUMENTATION

Please check each box to acknowledge the required documents that must be included with this request:

A current or proposed organizational chart that includes names and titles of employees in the department.

The current resume of the employee being recommended to fill the vacancy.

The current or updated position description of the vacant position.

## SIGNATURES

*Email to [employment@tamucc.edu](mailto:employment@tamucc.edu) after obtaining Department Head approval.*

(1) \_\_\_\_\_  
 Employee Development & Compliance Services    Date

(2) \_\_\_\_\_  
 Human Resources    Date

(3) \_\_\_\_\_  
 Department Head / Dean / AVP    Date

(4) \_\_\_\_\_  
 Vice President    Date