

SOP Template: Job Vacancy Identification and Approval Process

This SOP details the **job vacancy identification and approval process**, covering the systematic steps for recognizing staffing needs, validating job requisitions, obtaining necessary approvals from management, and ensuring alignment with organizational workforce planning. The objective is to streamline recruitment efforts, maintain budget control, and ensure timely filling of vacancies with qualified candidates.

1. Purpose

To outline a standardized procedure for identifying job vacancies and securing necessary approvals, enabling organizations to maintain optimal staffing levels, operational efficiency, and budget compliance.

2. Scope

This procedure applies to all departments and business units within the organization seeking to initiate a new hire or replacement hire for any position.

3. Responsibilities

Role	Responsibility
Hiring Manager	Identifies vacancy, raises job requisition, and provides justification.
HR Department	Reviews requisition, checks alignment with workforce plan, and facilitates approval workflow.
Finance Department	Verifies budget availability for the specified role.
Department Head/Leadership	Reviews and approves/rejects requisition based on business needs.
Executive Management	Provides final approval for critical or high-level positions.

4. Procedure

- 1. Identify Vacancy**
 - Recognize the need for new or replacement position due to resignation, promotion, expansion, or organizational restructuring.
 - Gather supporting documentation (e.g., resignation letter, business case, workforce plan).
- 2. Prepare Job Requisition**
 - Hiring Manager completes a job requisition form detailing position title, department, job description, reason for vacancy, and justification.
- 3. Validate Against Workforce Plan**
 - HR verifies if the vacancy aligns with the current workforce plan and compensation guidelines.
- 4. Budget Confirmation**
 - Finance reviews requisition for budget availability and compliance with financial protocols.
- 5. Managerial Approval**
 - Department Head reviews and approves or rejects the requisition.
- 6. Executive Approval (if required)**
 - For high-level or non-budgeted roles, executive management reviews and provides final approval.
- 7. Notification & Initiation**
 - Upon full approval, HR notifies the hiring manager and launches the recruitment process.

5. Documentation

- Completed Job Requisition Form
- Supporting Justification/Business Case
- Workforce Plan Data
- Approval Emails/Sign-off Sheets

6. Records Management

All documentation related to the job vacancy and approval must be retained according to the company's record retention policy.

7. References

- Recruitment Policy
- Workforce Planning Guidelines
- Budget Policy and Procedures