Guidelines for Employment Proposals

Employment Philosophy

Making a request to replace an employee or to hire for a new position is a significant event. It is an opportunity to analyze current and future needs and to determine the most appropriate methods to meet those needs through wise use of technology, outsourcing, student employees, temporary employees, service missionaries, change in organizational structures, prioritization of work and changes in job assignments, determination of mission criticality, and, when required, the hiring of an employee. We are entrusted with the use of sacred funds and, equally, are entrusted with successful handling of our stewardships through careful use of resources.

Purpose of Employment Proposal

The employment proposal is a tool that helps line management counsel together. The analysis and reflection fostered by this form may result in changes and innovations that eliminate the need for a hire or which change the nature of the hire that is proposed for approval. In either case, the form serves its purpose by generating a deliberate, well-developed plan of action.

The collaborative process of a proposal achieves the best overall outcome for both the immediate work area and the university as a whole. It allows the line management to be united in purpose and understanding and allows the sponsoring vice president to represent a proposal in President’s Council that has been evaluated and fully endorsed by all of the line managers. Members of President’s Council gain a better understanding of specific areas by reviewing well-prepared proposals and may provide additional input that assists with the approval process.

Answering Questions

Clear, concise answers normally provide the best communication. However, appropriate narratives, statistics, and other essential information will help provide context and perspective.

Every position has aspects that could be reduced, simplified, or eliminated, but the consequences of the changes may not be desirable. The answer(s) should identify reasonable possibilities with some conclusions regarding feasibility of those choices.

Changes in a position typically affect other positions within the department and may affect outside departments. Therefore, changes should be coordinated to minimize negative impacts and maximize benefits. Line managers should identify and coordinate with pertinent positions and departments. Line managers should also coordinate with Human Resources since changes often have salary, title, or other employment implications. Human Resources can also be helpful with issues of appropriate job design, organizational structure, etc.