**Instructions for Assessment and Evaluation of Human Resource Needs**

**The form is to be used for the following school funded positions (any percentage):**

* **Request for a new position, additional budget required;**
* **Request for a new position, additional budget not required;**
* **Request to fill a vacant position with changes;**
* **Request to fill a vacant position without changes.**

As you complete the evaluation, you are encouraged to consider alternatives to a regular position. Consider how this position aligns with initiatives in your department and at HMS, and provide data or benchmarking wherever possible to support the request for a position.

**The Assessment and Evaluation of Resource Needs Form is to be completed in full and sent, along with a detailed organizational chart, to:**

**Emily Quinn, Human Resources Coordinator, at** [**Emily\_Quinn@hms.harvard.edu**](mailto:Emily_Quinn@hms.harvard.edu)

**The hiring manager MUST copy the department’s administrator upon submission.**

**What to expect after submission?**

* **Once a completed form has been received, if needed, your Sr. HR Consultant will reach out to schedule time to discuss the request.**
* **The evaluation will then be submitted to a review group, who will communicate their decision. Initially, turnaround time may be 3-4 weeks but, over time, the hope is to expedite the process.**
* **If the submission is approved by the review group, you can complete a Position Request Form to begin the recruitment process.**

# Assessment and Evaluation of Human Resource Needs

**Submission Date:** Click here to enter a date.

**Department:** Click here to enter text.

**Hiring Manager:** Click here to enter text.

**Department Administrator:** Click here to enter text.

**Senior HR Consultant:** Click here to enter text.

**Reason for Submission:**

New Position Request (title): Click here to enter text.

* + - Has an Incremental Request been submitted for this or a similar project or position within the past 2 years? **Yes  No**

Straight Replacement Request (title): Click here to enter text.

* + - Date the position vacated: Click here to enter a date.

Replacement with Changes Request (title): Click here to enter text.

* + - Date the position vacated: Click here to enter a date.

**Description of Work:**

1. Please provide a description of the work to be performed, including skill requirements. Then complete the breakdown and percentage of time spent on each area.[[1]](#footnote-1)

Click here to enter text.

|  |  |
| --- | --- |
| Total FTE or Hours Scheduled: |  |
| Work and Responsibilities Breakdown: | % of time spent on each (must total 100%) |
|  | **%** |
|  | **%** |
|  | **%** |
|  | **%** |
|  | **%** |
|  | **%** |
| **TOTAL** | **%** |

1. Are you aware of other positions within HMS that focus on the same work? If so, please note the position’s title, department, and if known, name? \*\*\* One of the most important questions.\*\*\*

Click here to enter text.

**Analysis of Work:**

1. Please provide a narrative explaining the need for the requested position, taking care to cover the following, **supporting with data where possible**:

* Whether the position supports a new or existing initiative within the department;
* How the position aligns with and supports the strategic goals and key initiatives of the School;
* If relevant, how the person’s work supports activities that bring in new or additional revenue;
* Whether the position supports efficiency gains; and
* What the impact will be on the department and the School if the position is not filled.

Click here to enter text.

1. What steps have been taken to evaluate the structure of the department to ensure work is being done in the most efficient and effective way possible? Have you analyzed your department’s workload and business processes in advance of this request, and if so, how does this role address the findings of such analyses? If this is a replacement role, have you considered how the position’s scope has evolved and what components of that scope are truly necessary today? **Please attach your current org chart.**

Click here to enter text.

1. Could this work be accomplished through any of the following*?* If not, please explain why it is not an option.
   * Creating a term or temp role
   * Reduction to a part-time position
   * Combining or integrating work or function with another position (in or outside of your department)
   * Utilizing technology/technology investment/automation

Click here to enter text.

**Resource Requirements and Funding Sources:**

1. Please note whether this is a term position and if so, the proposed length of term.

Click here to enter text.

1. Identify the specific funding source for this work (i.e., school funds, discretionary, grant) and the amount for each source stated.

Click here to enter text.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tub** | **Org** | **Object** | **Fund** | **Activity** | **Sub Act** | **Root** | **%** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | | | | | | | **100%** |

1. Describe strategies or opportunities to reduce the financial impact of this new role.

Click here to enter text.

1. What space/equipment is in place for this role? If not existing, where will the space and funding for equipment come from?

Click here to enter text.

**\*If the assessment form is missing information or a detailed organizational chart is not attached, the form will be returned for completion. Only completed forms will be sent to the review group for a decision.\***

|  |
| --- |
| **For Review Group use only:** |
| Decision regarding resource request:  Approval to move forward with position posting.  Denial of position request. Please explain: Click here to enter text.  More information needed for review. Please explain: Click here to enter text.  Date of decision: Click here to enter a date. |

1. If approved, this description and work breakdown can be transferred to Section 4 of the Job Posting & Position Request form. [↑](#footnote-ref-1)