



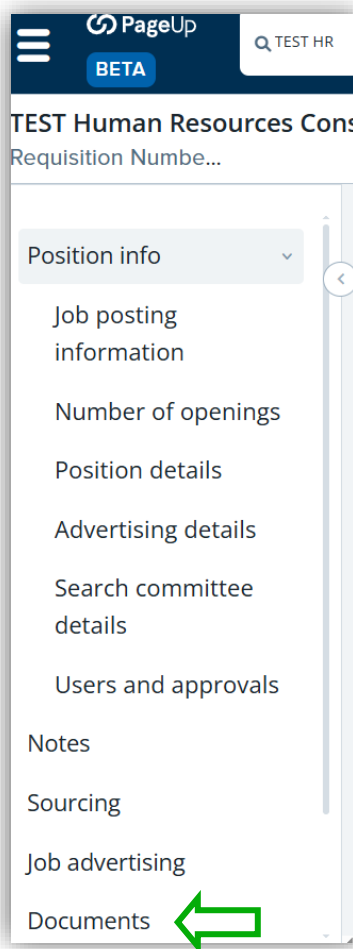
COMPLETING THE POSITION REVIEW COMMITTEE APPROVAL FORM

The [Position Review Committee](#) will review all new and vacant faculty and staff postings in Stillwater. This will extend to temporary faculty positions and all staff promotional waivers that result in a vacant position being posted but does not include Agricultural Experiment Station and Extension faculty and staff positions. The committee will meet every two weeks beginning on July 1, 2025. To view Position Review meeting dates and deadlines, [please visit the HR website here](#).

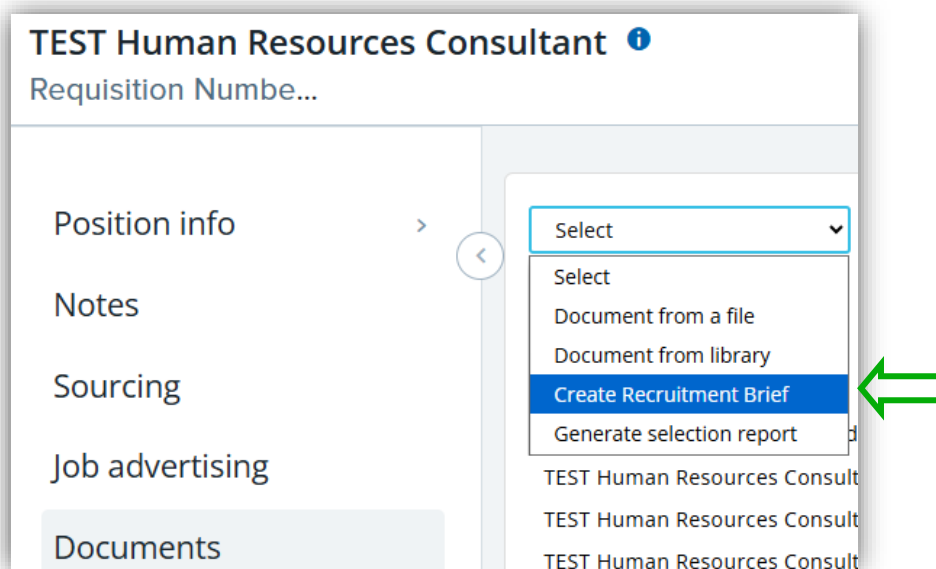
To begin the process, a position description must be reviewed/created and approved. Login to talent.okstate.edu, navigate to Recruitment Administration, find the appropriate position description and select *Recruit for position* to raise the job card. Expand the left side of the card using the arrow pictured below. To expedite processing times, users may complete the job card and submit for approval simultaneously while the PRC approval form is pending review.

The screenshot shows the 'TEST Human Resources Consultant' job card on the talent.okstate.edu platform. The card is titled 'TEST Human Resources Consultant' with a requisition number partially visible. A green arrow points to the expand/collapse icon on the left side of the card. The 'Job Posting Information' section is expanded, showing the 'Display Job Title:*' field with the value 'TEST Human Resources Consultant' and the 'Job Posting Number:' field with the value '492367'. A blue tooltip message states: 'This is the job title that displays on the post to the jobsite. Please do not abbreviate and ensure the title does not include the position number.' Below the job posting number, it says 'Leave blank to automatically create a reference No.'

From the expanded section, select “Documents” in the menu.



Select “Create Recruitment Brief” from the dropdown menu.



Select “Recruitment Approval Request Form” from the dropdown menu then select “next.”

TEST Human Resources Consultant Recruitment Brief

This recruitment brief is linked to #492367 - TEST Human Resources Consultant

Select form Add collaborators

☒ **Use a template**
Start a new form using an existing template

☐ **Duplicate a previous form**
Duplicate and edit the content of a previous form

Add Recruitment Brief template

Select

Select

Default Recruitment Brief

Recruitment Approval Request Form

When the pop-up appears, select “*Create*” and do not add a collaborator. You may do this later in the process if necessary. The Recruitment Approval Form will appear in a pop up. Complete all fields, **select “Save.”**

NOTE: This form will also serve as the Authorization to Fill (ATF) Form for Faculty positions once “*Faculty*” is selected as the position type.

Recruitment Approval Form

OSU System positions will be recruited on an exception basis and only upon the review and approval of the Position Review Committee. Approval is required prior to posting regardless of funding source.

Requester Name * Requester Title *

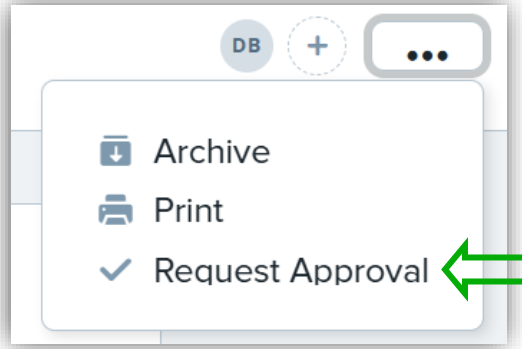
College/Division * Department Rollup *

Department * Anticipated Hiring Date *

Position Number * Position Type *

Close Save

From the ellipses at the top-right corner of the screen select “*Request Approval*” to initiate the approval process, selecting the appropriate approval workflow for the position you are requesting to open.



You may then complete the job card and submit the job card through the approval process congruently with the PRC form. No further action is required pending approval. If the job card is approved and submitted to Talent Development and Recruitment for final approval, it will be pending approval until a determination is reached on the PRC form. Upon approval of the PRC form and the job card, TDR will post the position within 24 business hours.