


Mammoth Holdings			
	STANDARD OPERATING PROCEDURE	Document Number	SOP-TRT-001
		Effective Date	01/01/2023
		Revision Number	01
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Requesting a Requisition for an Open Position			Page 1 of 2

I. OBJECTIVE

To detail the process for opening a new requisition for an open position.

II. SCOPE

This SOP is applicable for Site Managers and above that have an open position that requires a requisition to fill.

III. PROCEDURE

1.0 Requisition Request:

- 1.1 Hiring Manager verifies that the opening is part of the location's staff assessment template. If it is outside of that template, approval has been given by Operations Officer for additional staffing.
- 2.1 Hiring manager selects "Create New Job" under the **Recruitment** section of Paylocity.
 - i. Select the appropriate "Position Template" from the drop down menu
 - ii. Select the appropriate "Work Location" from the drop down menu
 - iii. Click "Next" to the "Job Preview and Status" page and Click "Submit for Approval"
 - iv. In the popup window under "Requisition Reason" select the appropriate option. (If this is to replace an existing or recently removed team member, select "Backfill"). In the "Notes" box specify if this is a Full Time or Part Time position and if it is for a replacement, the employee that is being replaced.
- 3.1 Repeat the above process for each opening.

2.0 Approval Process

- 1.1 Upon Submission for Approval, the requisition is sent to a member of TRT.
- 2.1 TRT will verify the details are correct and approve the opening.

2 ASSOCIATED DOCUMENTS

3 VERSION

SOP No.	Effective Date	Reason for revision

	Written by:	Reviewed by:	Approved by:
Name	Morgan Harris	Mark Hidle	Mark Hidle
Designation	Recruiting Manager	CPO	CPO
Signature / Date	09/14/2022	09/14/2022	09/14/2022