

HRSINGAPORE

Question - Requisition of New Hire - Update 1

Dear All,

One of my department is heavily loaded with work and the HOD complains that he needs a new headcount, which needs the approval from my HQ. I am wondering should I be the one requesting or should the HOD be requesting and the HR supporting the new hire?

Please advise.

J

[Reply](#) | [New Topic](#) | [HR Community](#) | [Forward](#)

REPLY 1

In this case, the HOD / Line Manager should raise the headcount and justify the reason.

Then HR supports the process by searching, selecting, etc.

MH

REPLY 2

It should be the BU to request for the additional headcount and supported by HR.

The BU would be able to justify the needs of the additional staff better as compared to HR.

EQ

REPLY 3

The justification for a new headcount have to come from the HOD (subject matter expert) who knows the job scope and skills that is required to accomplish their work. They will know why this headcount is crucial and how to develop the skills and career of this staff moving forward.

HR can support by providing the hours logged in by that team and then support further by why this headcount is crucial and may help with staff retention etc (since current team is working so hard.. long hours.. they may also at the brim of burning out.. they may just resign or high mc rate...)

Hope this helps.

PL

REPLY 4

First you need to see your head count budget whether in the budget or not. If in the budget of head count then you can start to hire for him but if not in the budget then you need to ask him to do a request before you start to hire otherwise you will be blamed.

Chandy

REPLY 5

The HOD should be the one requesting for an additional person detailing current work load and how the additional person could improve the productivity of the Department.

Dr C

REPLY 6

The HOD should complete the requisition form, with reasons of the request stated.

MY

REPLY 7

HOD will request and HR will review and support the request.

TOM

REPLY 8

Yes, by logic is correct that the HOD should get approval from HQ.

The HOD is able to provide the details of his Justifications for the request, better than HR.

Thereafter HR Dept will take action for hiring once received instructions and approval.

However, it depends on how the company is organised and the reporting structure is like.

Certified Human Resource Manager™ (CHRM™)

The 10th intake of our Certified Human Resource Manager™ (CHRM™) course will commence on 31 October 2015. This eight day competency-based HR certification program covers Human Resource Strategies and qualifies participants as a Certified Human Resource Manager (CHRM) upon successful completion.

For more, visit: <http://hrsingapore.net/CHRMSG/>; email us at query@hrsingapore.net; or call us at (65) 6337-8016.



HRSINGAPORE®

A Decade of Helping HR People Succeed!



Share on Facebook



Send to Twitter



Forward Email