



**Non-faculty
Hiring Review Justification Form**

Instructions

This form is to be used by all departments that are requesting to fill a vacant position or create a new position. It is imperative that questions are answered with as much detailed information as possible to support the request. An updated job description must accompany this form.

Department:	
Position Title:	
Prior Incumbent:	
<input type="checkbox"/> F/T <input type="checkbox"/> P/T (25 hrs/wk)	

Justification

1. Is the position immediately critical to meeting/sustaining accreditation requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the position critical to fulfilling the department's core mission and/or strategic plan initiative?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If the position is not filled, does it create a safety concern or compliance issue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Can filling the position be delayed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If "yes", until when? If no, describe why this position must be filled immediately.	
5. How will the position be funded?	<input type="checkbox"/> New Funding _____(indicate budget source) <input type="checkbox"/> Existing Line <input type="checkbox"/> Reallocated Funds (provide details and budget sources)
6. What salary are you requesting for the replacement?	\$
Justification for Salary:	
7. What would be the impact to the department or division if the position is not filled? Describe impact within the department and if applicable, within the University)?	
8. Can the duties of this position be reassigned to other staff within the department or division?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. If this position has been vacant more than one month, please explain how the work has been accomplished.
10. If this is a newly created position, why is this position being created at this time?

Requestor Name	Signature	Date:
Executive Leadership Agreement	Signature	Date:

Requestor: Do not complete this section.

Human Resources Recommendations/Comments/Surveys used:		
Budget Comments (for availability & source of funds):		
Human Resources Approval	Signature	Date:
Budget Approval	Signature	Date:
Final Approval	Signature	Date: