

Posting Title \_\_\_\_\_

Job Code \_\_\_\_\_ Job title \_\_\_\_\_

New Position       Replacement      If replacement, last day worked \_\_\_\_\_

If replacement, name of prior incumbent \_\_\_\_\_ Empl ID \_\_\_\_\_

Department \_\_\_\_\_ Dept ID \_\_\_\_\_

Hiring manager \_\_\_\_\_ Empl ID \_\_\_\_\_

Manager title \_\_\_\_\_ Contact phone \_\_\_\_\_

**JUSTIFICATION TO FILL POSITION**

Mission Alignment: Explain why the position meets essential needs, enhances the core teaching, service or research mission, and/or supports the university's excellence initiatives; include with this form an organizational chart with the position highlighted.

*Type justification here*

Staffing Analysis: Explain why the functional duties of this position cannot be allocated to existing employees and/or the impact if it were to be eliminated; if the position supervises employees, address if duties could be shifted to another position.

*Type analysis here*

**APPROVAL SIGNATURES**

Mgmt Ctr/Dept Head \_\_\_\_\_ Date \_\_\_\_\_

Mgmt Ctr Budget Office \_\_\_\_\_ Date \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

Proceed with hire       Delay hiring until date \_\_\_\_\_       Do not hire