



# Critical Hire Justification Form

This form should be completed with all departmental approvals prior to submitting to HR for processing (job posting, reclassification, promotion, etc.).

<b>Department and Contact Information</b>	
Department:	
Submission Date:	Email Address:
Submitted by:	Contact Number:

<b>Position Data</b>	
<input type="checkbox"/> <b>Vacant Position</b> <input type="checkbox"/> <b>New Position</b> <input type="checkbox"/> <b>Reclassification or Promotion</b>	
Is this a resubmission? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Department:	Department Number:
Position Number:	Position Budget:
Position Title:	Previous Incumbent (name):
Date position became vacant:	Previous Incumbent Salary:
<b>Proposed Title</b> <i>(if reclassification only):</i>	
<b>Fund Source:</b>	5-digit code:
7-digit department code:	

<b>HR</b>	
Anticipated Salary:	

<b>Justification Narrative:</b>	
<b>1.</b> Please provide a narrative of the role and need for continuance.	
<b>2.</b> When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.	
<b>3.</b> What other alternatives or organization strategies have been considered?	
<b>4.</b> Is this position being reclassified to consolidate duties from a vacant position for salary savings? If so, please identify position(s) and cost savings.	

<b>Approvals</b>		
Department Head/Director		Date:
Dean/Vice President		Date:
Human Resources		Date:
Chief Business Officer		Date:
President		Date: