

## JUSTIFICATION TO HIRE

Due to the need to improve efficiency and limit increasing personnel expenses, this form will be used for processing any new or vacant positions. Please complete all sections of the form, and forward it to the Personnel Director.

1. POSITION TITLE: \_\_\_\_\_

2. This is a  Select Type  position.

If it is a replacement position, who is/was performing these duties? \_\_\_\_\_

3. Funding Source:  Select Type  If GRANT or OTHER, please specify \_\_\_\_\_

4. Entry Level Salary: \$ \_\_\_\_\_

5. Total Benefits: \$ \_\_\_\_\_

6. Total Annual Compensation: \$ \_\_\_\_\_

7. Please complete attached job description form or provide copy of current job description.

8. How many positions does this position supervise? \_\_\_\_\_

9. How many similar positions are there within this area/department? \_\_\_\_\_

10. Have you explored all alternatives for the completion of these duties? \_\_\_\_\_

Please provide your conclusions and rationale in relation to each of the following alternatives:

I. Part-time as opposed to Full-time assistance: (Adjunct or overload faculty; staff member working less than 20 hours per week.)

II. Distribution of these duties among similar positions:

III. Reclassification of a current employee:

IV. Use of contractors at times of heavy workload:

V. Alternative work schedules for existing employees:

VI. Student Assistance:

VII. Other alternatives that may be specific to your area:

11. Are there any of these alternatives viable within your area/department:  NO  YES

Financial/Budget impact of filling position (To be completed by Director of Finance.):

Financial data provided by: \_\_\_\_\_

Cabinet Officer: \_\_\_\_\_

President: \_\_\_\_\_

Presidential Approval:  NO  YES