APPOINTMENT JUSTIFICATION – (DATE)

Submitted by: _____

Position Title: _____

Department: _____

New/Replacement:

1. *What is the justification for filling the position at this time? Please provide specific data to support the justification (i.e. cost associated with position vs not hiring; enrollment numbers; specific program increases, etc.)*

2. *Can the tasks be performed by other staff? Have you looked at using temporary staff, outsourcing, etc.? Please explain.*

3. *Is funding available within the existing budget? Is this position a re-fill or new hire?*

4. *Is this position a result of a restructure? If so, please detail the restructure plans and how the position adds to the efficiency of the department.*

5. *What alternatives means to fill the position or achieve work outcomes have been explored, e.g., re-engineering, job redesign, re-deployment of current resources.*

6. *Additional comments:*
HR Comments: ____________________________________________________________

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Recommendation:
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CEO/Dean Approval: __________________________________________

Date: ___ / ___ / ___