

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: _____

Recommendation:

_____ **Date:** ___ / ___ / ___

CEO/Dean Approval: _____

Date: ___ / ___ / ___