



POSITION JUSTIFICATION FORM

POSITION INFORMATION

Position Title: [Redacted]	Department: [Redacted]	Select One: <input type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt
FTE: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time [Redacted] %	Grant Funded/Approved: <input type="checkbox"/> Yes	Category: <input type="checkbox"/> Regular <input type="checkbox"/> Contingent II Contingent I
Requested Start Date: [Redacted]	If Grant Funded, you must identify the Grant expiration date? [Redacted]	

Description of Duties - Please also attach PIF
[Redacted]

Minimum Qualifications
[Redacted]

Preferred Qualifications
[Redacted]

BUDGET INFORMATION

Reason for Request: <input type="checkbox"/> Budgeted New Position	OR	<input type="checkbox"/> Replacement for [Redacted]
Have funds been budgeted for this position? <input checked="" type="radio"/> Yes <input type="radio"/> No	PeopleSoft Department Number [Redacted]	

POSITION SPECIFICS

If a new position, describe the specific need for the position. How will it increase efficiency and productivity for the department? Please attach new PIF.
[Redacted]

Describe the impact on your department if the position is not filled or delayed.
[Redacted]

What alternatives to filling the position or changing the duties were considered?
[Redacted]

How have you covered this vacancy/need thus far?
[Redacted]

If this position is not filled, how will work be accomplished or reallocated?
[Redacted]

STEP 1: SIGNATURES REQUIRED IN THIS SECTION

Who will chair this search?

Department Head/Dean Signature **Date**

Division VP Signature **Date**

STEP 2: SUBMIT COMPLETED FORM TO THE A&F DIVISION OFFICE

Budget Approved Budget Not Approved Grant Funded

Assistant VP, Finance and Budget Signature **Date**

To be completed by Vice President of Administration & Finance:

Position Approved Position NOT Approved

Authorized Start Date:

PIN # assigned:

VP, Finance and Budget Signature **Date**

STEP 3 - SUBMIT COMPLETED FORM TO OHR FOR JOB POSTING

Reviewed by:

Chief Human Resources Officer **Date**

Processed by:

HRBP

Name	Title	Date
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