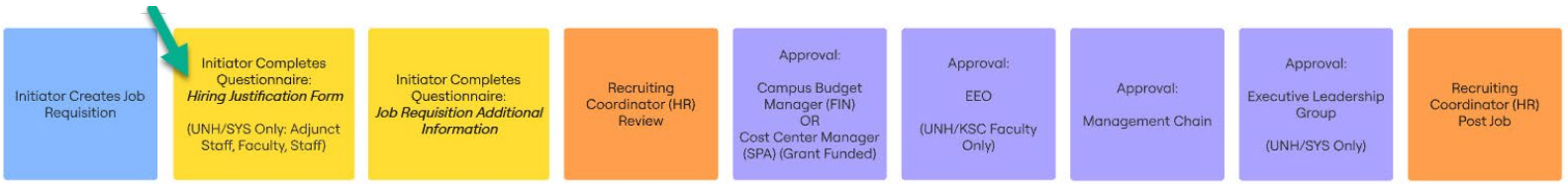
The **Hiring Justification Form** is now integrated into the Workday Job Requisition process. As part of the Job Requisition approval workflow, the form is automatically routed to the appropriate approver's Workday inbox for review and approval.



Hiring Justification Form

Hiring Approval Requirements:

All benefited and adjunct staff positions (0.75 FTE or greater with an appointment longer than six months) require Executive Leadership Group (ELG) approval. As part of the job requisition approval process, the ELG will review the responses provided in the Hiring Justification Form. Following ELG approval, these positions are subject to a **120-day waiting period before hiring**. Positions funded by grants or auxiliary funds may be exempt from the 120-day delay.

Work closely with your **HR Business Partner** regularly to review organizational changes, staffing needs, and potential workforce impacts.

Tips for Completing the Request:

- Clearly explain why the position is needed.
- Focus on the business need, organizational impact, and urgency rather than listing routine job duties.
- Keep your justification concise, specific, and supported by data whenever possible.

Important:
If this hiring request is not approved, do not pursue alternative staffing approaches—such as supplemental pay, temporary appointments, or other workarounds—to fill the need. These alternatives can create inequities and unintended challenges. All staffing decisions must follow the established hiring request and approval process.

Position Type
(Required)

- ◯ Staff
- ◯ Faculty
- ◯ Adjunct Staff

Type of Action
(Required)

- ◯ Fill- New Position
- ◯ Fill- Vacancy

Pay Type:

(Required)

- ◯ Hourly
- ◯ Salary

Funding Source (multiple choice)
(Required)

Position Justification

Include in your response:

- Why does this role need to be filled now?
- Core responsibilities of the role
- Alignment to unit or institutional priorities
- Outcome(s) if this role remains unfilled

(Include the specific consequences if the position remains vacant, what efforts have been made to reorganize or reassign duties, and whether a reduced FTE or temporary solution is viable.)
(Required)

Vacancy Context

Include in your response:

- Length of time the position has been vacant
- How responsibilities have been reassigned or absorbed
- Impact on team workload, service levels, or operations, if any

(Provide relevant data to support the request, such as workload metrics (caseloads, student-to-staff ratios, service volumes), peer or industry staffing benchmarks, revenue, or grant funding at risk if unfilled, and any trend data showing changes in demand for the unit's services.)
(Required)

Interim Coverage Plan

How will the unit manage during the hiring process or delay?

Include in your response:

- Temporary staffing plans (adjuncts, temps, additional/supplemental pay)
- Estimated duration of interim coverage
- Estimated costs or resources needs during interim
- Expected service impacts (delays, caseload reduction, reduced capacity, etc.)

(Required)