



Critical Hiring Justification Form

Please use this form to justify your department's critical hiring needs. This form must accompany the PAR and be filled out in its entirety and signed by the CBO and President or his designee, **before** approval can be requested at the System level.

NOTE: The department should not take any recruitment or hiring action on the position until contacted in writing by HR. Should this justification be accepted, it will be utilized by HR to submit a formal request to the System Office and this form will be attached to all related hiring actions for the position.

Please describe how filling this position is critical to the mission of the University.

Please share how long the position has been vacant?

How will not filling this position have an **immediate** (within six months) adverse impact on the university mission?

You must have explored the following options below and explain why none are viable. Attach additional sheet(s), if necessary.

Provide the reason that a temporary or limited term position cannot be used over the next year.

Provide the reason that a temporary part time position cannot be used over the next year.

Please share the reason that work cannot be shifted to current employees.

Provide the reason that the job cannot be redesigned to allow a lower level position (where the starting salary is below the \$40,000) to complete the critical work of the vacant position.

To Be Completed by the CBO and President Only:

I approve this request to be sent up to the System Office.

CBO Print Name

CBO Signature

President (Designee) Print Name

President (Designee) Signature