

## Staff Hiring Justification Form (Includes Fixed-Term Extensions)

Effective March 26, 2020, a staff hiring pause is in place. Until further notice, requests to hire staff and extend fixed-term positions will be considered only for positions deemed mission critical (i.e., those that must be filled to ensure university safety, compliance and core mission). Please note that the approval guidelines have been updated. As of September 16, 2021, only certain requests require justification and additional approval in Workday either by the dean/provost or the VP/president. These include the following:

- A new position and the funding designation is General Operating Budget
- The position is fixed-term with a duration of more than six months
- Replacement positions classified at a different job profile and job grade

Prior to submitting a request, hiring managers are asked to confirm with leadership the criticality of filling/extending the position. The Staff Hiring Justification Form must be uploaded to the Request or Change Job transaction in Workday. Transactions submitted without justification will not be processed.

Hiring Manager's Name: \_\_\_\_\_ Hiring Department: \_\_\_\_\_

Hiring Manager's Andrew ID: \_\_\_\_\_

**What is the funding source and duration of the funding source?** (If this is a request to extend a fixed-term position, please include the proposed new end date.)

**What is the position's title and function?**

**How does this position support CMU's safety, compliance, core values or mission? Why should filling this position not be postponed?** (For example, provide details on the safety, compliance, grant deliverables or other mission-critical risks if the position is not filled immediately).

**Have you explored internal employee resources to complete the work in lieu of hiring or extending a fixed-term position?** (Note that the Office of Human Resources is available to help with the identification of internal resources. Please contact your HR business partner for assistance.)