Carnegie Mellon University
Human Resources

TES Hiring Justification Form

To ensure effective workforce planning and headcount management, Carnegie Mellon asks that hiring managers review departmental budgets with their supervisors before submitting requests for temporary staffing through TES.

Prior to submitting a TES staffing request, hiring managers are asked to confirm the critical need for the position with their college/division leadership. The TES Hiring Justification Form must be provided to the appropriate approvers (hiring manager's supervisor and finance reviewer) to share the rationale for the request. Once approvals are obtained, this form must be uploaded into the TES Staffing Request Form.

Note: Requests submitted without the required TES Hiring Justification Form (including required signatures) will not be processed.

Hiring Manager's Name: _____ **Hiring Department/Division:** _____

Hiring Manager's Andrew ID: _____ **Date of Request**: _____

What is the desired start date and end date for the temporary position?	
What is the position title?	
What is the supervisory org for this position?	
What is the justification for filling this position now? **Include how this position is critical to supporting CMU's compliance, core values or mission.**	
Briefly describe the job responsibilities:	
What is the hourly pay rate for this position? (TES will add an overhead charge of 21.5%)	
What is the funding source and duration of the funding source?	

Approvals:

Hiring Manager Name: _____ **Signature**: _____

Manager's Supervisor Name:_____ **Signature**: _____

Finance Reviewer Name: _____ **Signature**: _____