

## Request for Authorization to Fill Position

Department \_\_\_\_\_

College/Division \_\_\_\_\_

Position Number \_\_\_\_\_ Position Title \_\_\_\_\_

Funds Budgeted \_\_\_\_\_ Account(s) \_\_\_\_\_

E&G       Grants/Contracts       Stores       Auxiliaries       Other \_\_\_\_\_

Last Incumbent \_\_\_\_\_ Date Separated \_\_\_\_\_

**1. Why does this position need to be filled?** Does the position involve an essential function or immediate public safety or compliance issue that cannot be performed with the existing resources? What are the operational needs of the organization that require filling the position?

**2. What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions?**

**3. How has this vacancy/need been covered so far?** What are the consequences of deferring hiring for this position for the next several months and beyond?

Request and Authorization needed for:

### **Administrative Areas**

Manager/Director \_\_\_\_\_ Date \_\_\_\_\_

Chief Facilities Officer \_\_\_\_\_ Date \_\_\_\_\_

Approval granted to fill no earlier than \_\_\_\_\_

Appropriate Vice President \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: All recruitment materials must contain phrase, "contingent upon available funding."**