Critical Hire Justification

Additional resources are available online at: http://af.gatech.edu/USG-Critical-Hire

Date: _____

Institution and Contact Information

Submitted by:

Name of HR Representative

Email (HR Representative)

Phone (###) ###-####

Does your unit report through (select one): Select from Menu▼

Department Head's Name

Dept. Head's Email

Phone (###) ###-####

Position Data

Position Info: Select from Menu▼ *Request Type (Select One)*

Select from Menu▼ *Position Type (Select One)*

Select from Menu▼ *Division*

Date position became available

Department

Position Number

Position Title:

Classification: Select from Menu▼ *(Selection One)*

Compensation and Budget Data

Position Budget (USD)

Select from Menu▼ *Funding Source (Select USG funding Code):*

Anticipated Salary of New Incumbent (USD)

**Specify Funding Source (If "Other" was selected):*

Pay Grade/Range (USD):

Minimum	Midpoint	Maximum

Previous Incumbent's Salary (USD) (If vancant Position)

Previous Incumbent (if vacant position):

Justification Narrative and Approval

Position No. _____

Position Title _____

1. **Please provide a narrative of the role and need for continuance.**

2. **When was this position last reviewed, changed, or restructured (mm/dd/yyyy)?**

3. **What other alternatives or organization strategies have been considered?**

***Note: Please attach any supporting documentation. (Reminder: do not upload any sensitive information.)*

Important Points

• This form should be filled out by a unit's HR Representative (HR Business Partner or HR Director-level role) after consultation with the hiring manager and/or local leadership.

• Submitted forms will be routed for review and approval to both the relevant executive's office and the Chief Business Officer and President, who must acknowledge their approval in writing per the USG policy.

• For staff requests, once a request has received approval by the President, a central coordinator will transmit the required information to the USG review committee for review and approval. The coordinator will communicate the resulting decision back to the listed hiring manager and HR Representative, as well as Talent Acquisition.

• Positions can only be posted after appropriate campus approvals (faculty postings) or USG approvals (staff postings) are communicated by a coordinator.

Additional resources are available online at: http://af.gatech.edu/USG-Critical-Hire. These include guidance documents (e.g., more information as to what specific positions are subject to this process and the definition of a critical hire) and other helpful resources and links. Please send additional questions to: staffpostings@gatech.edu or facultypostings@gatech.edu.