

# Request for Hiring Approval

Date:

|                                                                                                                                                                                                                                                                                     |               |                  |               |             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|------------------|---------------|-------------|
| Agency/Department/Division/Program                                                                                                                                                                                                                                                  |               |                  |               |             |
| Requester Name, Phone, email                                                                                                                                                                                                                                                        |               |                  |               |             |
| Department HR Manager name, email                                                                                                                                                                                                                                                   |               |                  |               |             |
| Job Title:                                                                                                                                                                                                                                                                          |               | Position Number: |               |             |
| Position type (Permanent, Limited, Exempt):                                                                                                                                                                                                                                         |               | Location:        |               |             |
| Total annual cost for this position including salary and benefits:                                                                                                                                                                                                                  |               |                  |               |             |
| Are these costs fully budgeted? (Yes or No):                                                                                                                                                                                                                                        |               |                  |               |             |
| Indicate source of funds:                                                                                                                                                                                                                                                           | ____% General | ____% Federal    | ____% Special | ____% Other |
| Justification: Please explain how the position fits into department or agency priorities, how the position is critical to the work of the organization and why the position would likely not be a part of any programmatic or staffing cuts. Attach additional sheets if necessary. |               |                  |               |             |
|                                                                                                                                                                                                                                                                                     |               |                  |               |             |
| DHR Recommendation:                                                                                                                                                                                                                                                                 |               |                  |               |             |
| Finance & Management:                                                                                                                                                                                                                                                               |               |                  |               |             |