

Staff Hiring Justification Form (Includes Fixed-Term Extensions)

To ensure effective workforce planning and headcount management, Carnegie Mellon asks that hiring managers review all open positions and requests for fixed-term extensions for criticality. Certain requests require justification and additional approval in Workday either by the dean/provost or the VP/president. These include the following:

The position is fixed-term with a duration of more than six months in total and the funding designation is General Operating Budget **(complete Section I below)**

A new position and the funding designation is General Operating Budget **(complete Section II below)**

Replacement positions classified at a higher job grade or job profile and the funding source is either General Operating, Designated Operating, Sponsored Projects, Auxiliaries/Recharge, Unrestricted Endowment, Temporary Restricted Operating **(complete Section III below)**

Prior to submitting a position request, hiring managers are asked to ~~ma-cn-td~~

Section II. New Position (AND the funding source is General Operating, Designated Operating, Unrestricted Endowment, Temporary Restricted Operating)

What is the funding source and duration of the funding source?
What is the position's title and function?
What is the justification for filling this position now? Include how this position is critical to supporting CMU's compliance, core values or mission.
Have you explored internal resources or other solutions to complete the work in lieu of hiring? <i>(Note: The Office of Human Resources is available to help with the identification of internal resources. Please contact your HR business partner for assistance.)</i>

Section III. Replacement Position Request (higher job profile/job grade AND funding source is either General Operating, Designated Operating, Sponsored Projects, Auxiliaries/Recharge, Unrestricted Endowment, Temporary Restricted Operating)