

Request for Approval of Strategic Hire

All recruitment actions that would result in the hiring of a new employee or filling any vacant positions by the institution must be pre-approved by the Strategic Hiring Team. This approval must take place prior to advertising for the position or extending an offer of employment. The Strategic Hiring Team consists of the Chief of Staff, Budget Director, HR Director/CHRO, and the Vice President of Administration and Fiscal Affairs.

This form must be completed fully and signed by all signatories indicated, before the recommendation is submitted to the Strategic Hiring Team for consideration. Attach any additional documentation to this form.

1. Position Title: _____

☐ New Position

☐ Replacement Position

Employee being replaced _____

2. Position Status: ☐ Full-time ☐ Part-time | ☐ Regular ☐ Temporary

3. What is the date the position vacated? _____

4. Is the position fully funded for the current fiscal year? _____

5. What is the funding source? _____

6. What is the department's account number? _____

7. How long has the position been vacant? _____

8. Select one or more of the following areas that will be addressed by filling the position:

☐ Satisfies priorities for University System of Georgia

☐ Essential to supporting the Institution's mission

☐ Addresses key University/ College strategic initiative

☐ Meets accreditation standards

☐ Meets regulatory compliance standards

☐ Meets contractual or other legal obligations under an academic affiliation or research agreement or similar arrangement;

☐ Meets an academic teaching need for an approved course or program of instruction

☐ Addresses the health or safety needs of the University/ College community

Attach documentation attesting to this need (i.e. regulatory statute, award letter, etc.)

9. What are the principle duties of the position and how important is this position to the mission of the unit?
10. If this position is not filled, how will the Institution perform the responsibilities and duties of the position?
11. Describe the impact to the department and to the institution if the position is filled.
12. Describe other less expensive ways the unit has explored to perform the duties and responsibilities assigned to the position.
13. Discuss any financial or other consequences, if there are any, which might adversely affect the institution, if this hiring proposal is not approved.

SIGNATURES**Hiring Manager****Title****Department****Date****MANAGEMENT ATTESTATION**

I approve this recommendation and request that the Strategic Hiring Team review and approve hiring proposal for the position indicated:

Department Head/ Chair**Date****Dean****Date****Vice President****Date**

STRATEGIC HIRING TEAM ACTION

| | Signature | Approve | Reject | Date |
|--|-----------|---------|--------|------|
| Budget Director | | | | |
| Title III | | | | |
| HR Director/CHRO | | | | |
| Chief of Staff | | | | |
| VP of Administration and Fiscal Affairs | | | | |