



## Part II - To be completed for STAFF positions only.

(See Part III for Faculty Justification)

### Staff Justification Worksheet

1. If this is a new position, please outline why this new position is necessary.
  
2. If this a replacement, please outline the reason for the vacancy and why this position ought to be retained. Include any changes you plan for this position, if applicable.
  
3. How does this position contribute to the College's mission and strategic goals?
  
4. What alternatives for filling this position have you investigated?

	Yes	No	N/A	Reason This Is Not An Option
Would process improvements eliminate the need for this position?				
Could this job be shared? <ul style="list-style-type: none"> <li>• Among two or more people within the same department?</li> <li>• Could cross department or cross functional job sharing occur?</li> </ul>				
Could this job be combined with another position and posted as one job?				
Could this job be accomplished as a part-time position?				
Could an underutilized person in another department be transferred to this job?				
Postpone filling				
Other:				

5. If this position is approved, will any new equipment be required that is not currently included in the college's capital budget or your department budget. If so, please list the type of equipment and its cost.
  
6. Attach any additional information you feel is important to the review of this request.