

## 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 confirm with college/division leadership the criticality of filling/extending the position. The Staff Hiring Justification Form (or at a minimum, the relevant sections below should be completed and pasted into an email) must be provided to the appropriate approvers to share the rationale for the request. Once [approvals](#) to proceed are confirmed, the justification will be uploaded into Workday along with email approvals as supporting documentation for the transaction. Transactions submitted without justification will not be processed.

Hiring Manager's Name: \_\_\_\_\_ Hiring Department: \_\_\_\_\_

Hiring Manager's Andrew ID: \_\_\_\_\_

### Section I. Fixed-Term or TES Extension Request (with a duration of more than six months in total AND the funding source is General Operating)

What was the original start date and end date of the fixed-term role?
What is the location of the role?
Has this role been extended previously? If so, why?
What is the new requested end date for the fixed-term role?
Will this also require a request to extend a flexible-work arrangement?
What is the funding source and duration of the funding source?
What is the justification for the extension?

**Section II. New Position (AND the funding source is General 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? *(Note: The Office of Human Resources is available to help with the identification of internal resources. Please contact your HR business partner for assistance.)*

**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)**

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>