BUTLER | HUMAN RESOURCES

Staff Position Justification Form

Submit to Human Resources with the Position Request Form for evaluation by the Position Review Committee. Your submission should be no more than 3 pages.

Position Title: _____ **Date:** _____

Area / Division / College: _____

Position Reports to: _____ **Salary Range:** _____

In order to assist the Position Review Committee in making an informed decision regarding the position, please respond to the following:

Support all justification with applicable and current data. (Separate sheets may be attached but should not exceed 3 pages.)

1. **What is the strategic or operational significance of this position? Will this position save or generate money?**

2. **What results could be expected if the position is not filled?**

3. **Indicate what consideration has been given for other ways of doing the job (outsourcing, student workers, combining responsibilities with other jobs, etc.).**

4. **Support all justifications with applicable and current data.**

5. **Attach a current job description and any other documents deemed pertinent that describe responsibilities and requirements.**