

HIRING JUSTIFICATION

INSTRUCTIONS: This form must be completed for all permanent and project appointments and is optional for limited term appointments. The completed form must be returned to the assigned HR Specialist and then approved by either the State HR Director, Deputy HR Director, and/or the Equity & Inclusion Officer **prior** to an offer being made.

SECTION I (to be completed by hiring supervisor)		
WORK UNIT (BASE, DIVISION, DIRECTORATE)	LOCATION	HIRING SUPERVISOR
NAME OF PROPOSED HIRE	POSITION CLASSIFICATION	RECOMMENDED SALARY \$ /Hour
PROPOSED START DATE (<i>MUST be at the beginning of a pay period</i>)	ASSIGNED HR SPECIALIST	JOB ID #
<p>SELECTION SUMMARY (<i>Check <u>ONE</u> box below which best describes the most significant reason for selecting this candidate over the other candidates:</i>)</p> <ul style="list-style-type: none"> A. <input type="checkbox"/> Selected person served in this position or a similar position previously. B. <input type="checkbox"/> Selected person has more advanced education and/or training for this position. C. <input type="checkbox"/> Selected person has broader or more relevant experience performing the duties of this position. D. <input type="checkbox"/> Selected person demonstrates greater knowledge of the key tasks required in this position. 		
SECTION II (to be completed by hiring supervisor with consultation from HR Specialist if needed)		
<p>UNDERUTILIZED POSITION</p> <p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES (<i>Select <u>ONE</u> box below.</i>)</p> <ul style="list-style-type: none"> A. <input type="checkbox"/> Selected candidate is in an underutilized Affirmative Action group (racial/ethnic minority, woman, veteran, person with disabilities). B. <input type="checkbox"/> No persons from an Affirmative Action group were on the register or all either declined an offer, failed to report, were not available, were not located, or were not interested in or were ineligible for the position. C. <input type="checkbox"/> Selected candidate is NOT in an underutilized Affirmative Action group. 		
NUMBER OF CANDIDATES INTERVIEWED	NUMBER OF POSITIONS BEING FILLED	

SECTION III (to be completed by hiring supervisor)

WRITTEN HIRING JUSTIFICATION *Provide a detailed job-related justification for recommending the selected candidate over the other applicants (e.g., number of years in profession, years of experience, past relevant experience, educational background, etc.). Include information gathered from the interviews and reference checks.*

SECTION IV (to be completed by hiring supervisor)

PAY UPON APPOINTMENT JUSTIFICATION *Explain why you are requesting this rate of pay. Required for all broad banded positions and hiring actions that allow for discretion in setting pay. Include such factors as number of years in profession, years of experience or state seniority, past relevant experience, educational background, equity compared to others in the classification, budget realities, scope of responsibility, candidate's current rate of pay, etc.*

Note: The following items should be included with this form and submitted to the HR Specialist.

- All interview notes
- All signed Interview Briefing Guidelines forms
- All reference check notes (must include 3 references with 1 being the current supervisor)
 - If using SkillSurvey, HR will already have the reference check notes.
- Certification List with ROA's (Reports of Action) completed for each candidate

**SECTION V (to be completed by the interview panel members, aside from the hiring supervisor)
Please remember that each panel member should have taken Interview Best Practices training.**

SIGNATURE OF PANEL MEMBER 1	DATE	AGREE WITH SELECTION? IF NO EXPLAIN WHY.
SIGNATURE OF PANEL MEMBER 2	DATE	AGREE WITH SELECTION? IF NO EXPLAIN WHY.
SIGNATURE OF PANEL MEMBER 3	DATE	AGREE WITH SELECTION? IF NO EXPLAIN WHY.
SIGNATURE OF PANEL MEMBER 4	DATE	AGREE WITH SELECTION? IF NO EXPLAIN WHY.

SECTION VI I acknowledge the above information is correct and has been completed.

SIGNATURE OF HIRING SUPERVISOR	DATE
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SECTION VII (HR Director or Deputy HR Director approval is required prior to an offer being made)

SIGNATURE OF HR DIRECTOR OR DEPUTY HR DIRECTOR	DATE
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Equity & Inclusion Officer's signature is required if position is underutilized, and the person recommended for hire is not from an Affirmative Action group.

SIGNATURE OF EQUITY & INCLUSION OFFICER	DATE
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