



City Manager Approval: _____
Date: _____

**RECRUITMENT JUSTIFICATION FORM
TO ACCOMPANY ALL RECRUITMENT REQUESTS**

Department Name: _____ Cost Center: _____

Division Name: _____ Pay Grade: _____

Position Title: _____

Requesting Supervisor: _____ Date: _____

Department Head: _____ Date: _____

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- New Position* Replacement for vacant position
- Date position was approved by Council: _____
- Date position to be on Council Agenda: _____

Annual Salary range: _____

Additional expenses (i.e. relocation, accrued leave, etc)
Provide an approximate amount: _____

How long has the position(s) been vacant? _____

Brief Justification for position. Please include information on what other options have been considered such as:

- Combining or integrating functions with another position in the unit
- Analysis of business processes; eliminating redundant tasks; use of technology
- Making the position part-time, seasonal, or part-time exempt
- Why is filling this position is the practical alternative

What is the impact if the position is not filled (e.g., quality/quantity of work, loss of revenue, customer service, overtime, ability to deliver on products/objectives etc...)

Can this recruitment be delayed?

Yes No

If yes, for how long? _____

What is the impact of the delay?

HR Analyst Review: _____

Date: _____