



Position Justification Form

This form is filled out by the Hiring Manager. After receiving VP approval, The hiring manger submits the completed form to requeststohire@molloy.edu along with the completed Request to hire. Requests to hires are reviewed by Human Resources and Finance. Once the request is approved Human Resources will be in touch.

Position Justification Form.
Position Title: _____
Supervisor: _____
Date: _____
Questions.
What are the major responsibilities of this position?
Please include a short summary of how this position assists the institution in achieving its vision, mission and goals.
Is this a revenue generating position. If so, please detail the expected revenue.
Does this position have campus-wide impact? If so, please elaborate.
Would process/technology improvements eliminate the need to fill this position?
How many similar positions do you have in the department? Please provide all similar titles.
How long can you continue without filling the position?
How have you covered this vacancy thus far?
How will this work be done if approval cannot be granted and by whom?
What alternatives to filling the position or changing the duties have been considered?

Have you considered the following:

	Yes	No
Change to Part-Time		
Convert to a 9, 10, or 11-month position		
Combine this role to be with another position		
Transfer an underutilized person from another department to be transferred into this position?		

Please attach any additional information you feel is important to the review of this request. The Office of Human Resources is available to help with the identification of internal resources.

Approvals.

Area Vice President: _____

AVP Human Resources: _____

Controller: _____