

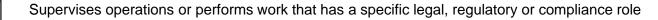
Strategic Workforce Planning Decision-making Guide for Staff and Administrator Positions

Section I: Required for All Requests

Hiring Manager:		Administrator:	
Position Title/FTE:		Position Number:	Grade:
Department:		Campus:	
Type of vacancy:	New Position	Backfill *Repurpos	Se
Funding Type:	Operational	Grant Funded:	 grant)
	WDCE	Alternate Funded:	
Date of vacancy f	or this position num	ber:	
The job profile n vacancy.		omitted: before requesting permission to r n 6 months, explain how workload	
Are there current	y any other position	s with similar responsibilities in you	Ir department?
Yes	No		
Can the work be d	istributed or realigne	ed? If not, please explain why:	

Vacancy Recruitment Decision-making Guide Form Office of Human Resources and Strategic Talent Management Revised 2/2/2024

Section II Criteria: The following factors will be considered when reviewing positions submitted for recruitment. Please check all that apply and provide justification:



Supervises, performs, or ensures sound financial operations

Supervises or performs work that generates revenue or specific costs savings

Provides direct, front-line services to students

Supervises or performs work for a program that directly impacts students

Section III: Required Cabinet Member Endorsement

Signature: or

Email Approval Attached

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