



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  \*Repurpose

Funding Type:  Operational  Grant Funded: \_\_\_\_\_  
(Name of grant)

WDCE  Alternate Funded: \_\_\_\_\_  
(Name of funding source)

Date of vacancy for this position number: \_\_\_\_\_

Date job profile was updated and submitted: \_\_\_\_\_

**The job profile must be reviewed before requesting permission to recruit and fill a vacancy.**

If position has been open greater than 6 months, explain how workload was managed during this time?

Are there currently any other positions with similar responsibilities in your department?

Yes

No

Can the work be distributed or realigned? If not, please explain why:

Yes

No

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

Supervises operations or performs work that has a specific legal, regulatory or compliance role

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