

# Request for Hiring Approval

Date:

|   |               |                  |               |             |
|---|---------------|------------------|---------------|-------------|
| Agency/Department/Division/Program  |               |                  |               |             |
| Requester Name, Phone, email  |               |                  |               |             |
| Department HR Manager name, email   |               |                  |               |             |
| Job Title:  |               | Position Number: |               |             |
| Position type (Permanent, Limited, Exempt):   |               | Location:        |               |             |
| Total annual cost for this position including salary and benefits:  |               |                  |               |             |
| Are these costs fully budgeted? (Yes or No):  |               |                  |               |             |
| Indicate source of funds:   | ____% General | ____% Federal    | ____% Special | ____% Other |
| Justification: Please explain how the position fits into department or agency priorities, how the position is critical to the work of the organization and why the position would likely not be a part of any programmatic or staffing cuts. Attach additional sheets if necessary. |               |                  |               |             |
|   |               |                  |               |             |
| DHR Recommendation:   |               |                  |               |             |
| Finance & Management:   |               |                  |               |             |