

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:				