

About the Document

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| name | OP-MGR-2435-M. Position Justification Form |
| owner | Finance |
| access & use | Restricted to Managers & HR |
| what it is | <p>A form that when completed, creates a business case for justifying the future budget or current opening of a new position.</p> <p>Used for:</p> <ul style="list-style-type: none"> ♦ Obtaining approvals for opening a new position that does not currently exist – or was not included in this year’s budget ♦ Justifying requests for additional headcount for the next fiscal period, as part of planning and budgeting periods ♦ Ensuring that approvals are obtained before proceeding with recruiting or before the department makes plans and counts on a future hire. |
| who uses it | <ul style="list-style-type: none"> ♦ The Hiring Manager completes the form that will be reviewed for approval as part of annual headcount forecasting and creating next period’s budget. ♦ The Hiring Manager completes the form and attaches it to an <i>Approval to Hire Form</i> when the request for the search to begin relates to a position not currently included in the budget |
| used with | <ul style="list-style-type: none"> ♦ <i>OP-MGR-2430-M. Approval to Hire Form</i> |
| <p>Caution: These instructions and the accompanying form include sensitive information. They should not be shared with staff members who do not have responsibility for direct reports. Use caution and discretion when using, as even blank documents may be misunderstood without context.</p> | |

Why This Process is Important

We recognize that this form involves some calculations and will take some time to complete, but this exercise is not optional. Here’s why:

- ♦ Before adding a new position to our budget, we need to justify the significant additional expense. Increasing headcount is an important and expensive decision that can only be funded with anticipated increased productivity, expense reduction, and/or additional revenues.



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