**Request for Authorization to Fill Position**

Department (fill in your department number)

Division D0303 AVPAF

Position Number (as listed in HRS) Position Title (as listed in HRS)

Hiring Range (hiring range sheet or Career Dev. Plan) Account(s) (allocation HRS screen L63)

 E&G  Grants/Contracts  Stores  Auxiliaries  Other \_\_\_\_\_\_\_\_\_\_\_\_

Last Incumbent (last individual in the position) Date Separated (date separated or assignment ended)

NOTE: Please complete all three questions with brief explanations so that the request to fill form does not exceed one page including the signature lines)

1. **Why does this position need to be filled?** Does the position involve an essential function or immediate public safety or compliance issue that cannot be performed with the existing resources? What are the operational needs of the organization that require filling the position?
2. **What reorganization possibilities have been considered, such as elimination of the position or combining duties with other existing positions?**
3. **How has this vacancy/need been covered so far?** What are the consequences of deferring hiring for this position for the next several months and beyond?

**Administrative Area**

Unit Administrator (signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date (date signed) \_\_\_\_\_\_

Division Head \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Appropriate Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval granted to fill no earlier than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: All recruitment materials must contain phrase, “contingent upon available funding.”**