



JOB REQUISITION JUSTIFICATION REQUEST FORM

The purpose of this form is to provide the organizational justification for either **1) filling an existing/replacement position, 2) creating a new budgeted position, 3) requesting to redeploy a vacant position, or 4) requesting a new position due to department reorganization**

This form must be completed to initiate the review and approval requisition flow in Workday. Once completed, please upload form in the **Attachments** tab during **Create Job Requisition** process.

Job Title: _____

Division/Department: _____

Position Reports To: _____

Submitted By: _____

Reason for Request

☐ New Position _____
(title)

☐ Replacement Position _____
(title)

a. Date the position vacated _____

b. Employee being replaced _____

c. Reason for vacancy _____

☐ Redeployed Position _____
(title)

☐ New Position due to Department Reorganization _____
(title)

Justification for Requested Action

1. What has created the need for this position?

2. How is this work currently getting done and by whom?

3. How many similar positions do you have within the department and/or other departments? Please provide all similar titles.

4. What impact will there be on the department, institution or achievement of strategic priorities if this position is not filled?

5. What alternatives to filling the position have been considered? (e.g., reallocation of duties, outsourcing, etc.).

6. Will Workday change the nature of this position? Please be specific.

7. If this position is not budgeted, how will it be funded?

Department Head Signature _____ Date _____

Division Head Signature _____ Date _____

Division of Talent & Inclusion Signature _____ Date _____

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For Committee Use Only

Approved ☐ Not Approved ☐ More Information Required ☐

Date [Click to select date](#)