

Position Management Request

JUSTIFICATION TO FILL A POSITION

(Items on the right to be completed by the Requester)

Provide this justification by e-mail to the Human Resources Staffing Supervisor (Ashanti Sloan) for action.

Position Title/ Series/Grade (FPL): Recruitment Location(s)*:	
Organization:	ORG CODE: _____ SUPERVISOR: _____
Position and funding	<input type="checkbox"/> Permanent <input type="checkbox"/> Career-Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> TERM, NTE mos/yrs _____ <input type="checkbox"/> Temp Prom/Detail, NTE days/mos/yrs _____ <input type="checkbox"/> Student NTE mos _____ <input type="checkbox"/> Student Indef <input type="checkbox"/> Student (Recent Graduate) Will this position be virtual? <input type="checkbox"/> Yes <input type="checkbox"/> No <hr/> How are FTEs affected? <input type="checkbox"/> New Position <input type="checkbox"/> Vice position _____ (name) <input type="checkbox"/> Other (i.e., no net gain/internal) _____ Is the position on approved Table of Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No Total # of Positions to fill: _____ Total # of Work Months Planned: _____ Funding Explanation: _____ _____ _____ <hr/> <u>Moving Costs Authorized</u> (Complete Department Relocation Expense Worksheet): <input type="checkbox"/> Yes <input type="checkbox"/> No
Position description	<input type="checkbox"/> Current position description exists. PD# _____ <input type="checkbox"/> Position description needs to be classified/revised and/or reclassified
Position management issues	Justification:

	<p><i>What are the major ramifications of not filling the position?</i></p>
<p><i>Recruitment strategies</i></p>	<p><i>At what level(s) should the position be advertised and filled?</i></p> <p><input type="checkbox"/> Entry <input type="checkbox"/> Intermediate <input type="checkbox"/> Full Performance Level</p> <p><i>What recruiting level makes the most sense in terms of available candidates, diversity initiatives and staffing patterns, and return on investment (i.e., salary and relocation costs)?</i></p> <p><i>What is the proposed area of consideration for recruiting?</i></p> <p><input type="checkbox"/> Local Commuting Area** <input type="checkbox"/> Internal (Current Bureau-NIFC Employees Only)</p> <p><input type="checkbox"/> Department Wide <input type="checkbox"/> Bureau Wide <input type="checkbox"/> Government Wide</p> <p><input type="checkbox"/> DEU/All Sources (All Qualified US Citizens)*** <input type="checkbox"/> Other Special Hiring Auth</p> <p>Total # of Business Days to Recruit: _____</p>
<p><i>Submitted by (Name & Number):</i></p>	
<p><i>Admin Officer (Signature) if required</i></p>	
<p><i>Date of Request</i></p>	

* If a selection is made, offers of employment must be made for the location advertised only.

** Term positions may only be recruited through DEU; positions should not be recruited concurrently as DEU term and Merit perm.

***DEU recruitments may not be local commuting area.