



Staff Position Justification

This form must be completed and emailed to Trent Elmore (telmore@campbell.edu) and Traci Anter (anter@campbell.edu) at the time a Taleo requisition is sent through for approval. Positions cannot be posted on-line until this form is completed and submitted. Please put N/A for questions that do not apply.

Taleo Requisition #

Position Title

GL salary account to be charged for position

Is this position budgeted for the 19/20 budget year?

Yes

No

Is this a new/replacement, part-time/full-time position?

New

Replacement

PT

FT

If this is a replacement position, who is being replaced?

Title of the person being replaced?

Current salary of the person being replaced?

Last date (mm/dd/yy) of employment of the person being replaced?

What will be the approximate salary of this position?

Anticipated start date (mm/dd/yy) of the position?

Is this a crucial position (if so please explain)?

Yes

No

What are the consequences if this position is not filled or if it is delayed for six months?

Comments (Include information relevant to any grant):

Requested By (Please type/print):

Date: