



## Recruitment and Personnel Change Requests

**Instructions:** Your justification should answer the following questions: *Why is this role critical to fill now? Is this role part of institutional revenue-generating efforts? Does this role support critical research? What are the impacts to the unit if this is not filled? What services may be affected without this position?* All recruitments and personnel changes are subject to the Recruitment and Compensation Administration Guidelines. <https://hr.arizona.edu/sites/default/files/Compensation%20Administration%20Guidelines.pdf>

Requestor information	
Date	
Department	
Position title	
Backfilling existing vacancy (Y/N)	
List salary, ERE, and any startup expenditures	
Expense Negative (lower cost), Expense Neutral, or Expense Positive (higher cost)?	
Grant funded (Y/N)	
Confirm that the positive expenses are built into the relevant budget – <u>with any cuts currently expected.</u> (Y/N)	
Position funding information (provide account details)	
Why is this role critical to fill now?	
Is this role part of institutional revenue-generating efforts?	
Does this role support critical research?	
What are the impacts to the unit if this is not filled?	
What services may be affected without this position?	