

Arizona State Personnel System
JUSTIFICATION TO FILL DURING THE HIRING FREEZE

Instructions: The agency must complete this form to fill any position that has not been excluded from the hiring freeze, regardless of how the position will be filled (new hire, promotion, transfer, demotion, or special assignment). Ensure you provide responses to all of the questions below to support the justification to fill request. Route for review and signature approvals.

Agency Name	Position Number
Position Title	Job Code
Funding Source	Grade <input type="text"/> Anticipated Hiring Rate
Time Position Has Been Vacant	

How is this position critical to the agency's mission?

Please explain why this request is necessary, i.e., new position, resignation, new agency mandate, etc.

Why is the position necessary? What are the duties and responsibilities of the position?

What is the impact if the position is not filled? Can another employee perform the duties of the position? Please explain.

Requestor Signature	Date	Requestor Email
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Approved

Agency Assistant Director Signature	Date	Denied
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Approved

Agency Director Signature	Date	Denied
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