



**STAFFING ALTERNATIVES**

Check Yes or No	Staffing Alternative	Explanation
<input type="checkbox"/> Yes <input type="checkbox"/> No	Assigning duties to other positions or departments (such as reassignment to be done in concert with other manager, if appropriate)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Implementing job sharing	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Stopping, reducing, or delaying other department activities	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Implementing alternative schedules that will reduce costs	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Using work-study and wage employees; temporary agency services may also be appropriate for short term staffing needs	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Leveraging technology	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Other	

*Section C: Signatures/initials in section C represent your approval to begin the recruiting process for this position.*

**POSITION APPROVAL**

The Budget Office will review requests for all positions to confirm budget availability. For classified exempt and nonexempt positions, they will also verify position title, grade, hiring range, and hours for consistency with existing position classification. All positions funded by research indexes (429000-643999) also require approval from the Office of Research and Sponsored Programs.

The Provost/Vice President's Office should notify the requesting department of his/her approval by returning the original form. A copy should be sent to Human Resources. The staff employment process may begin upon receipt of the required approvals. Contact your employment coordinator or Human Resources for assistance.

ROUTING	DECISION	INITIALS	DATE
Director/Department Chairperson	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Academic Dean or equivalent	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
Budget Office	<input type="checkbox"/> Reviewed <input type="checkbox"/> See Remarks Below		
Human Resources	<input type="checkbox"/> Reviewed <input type="checkbox"/> See Remarks Below		
Office of Research & Sponsored Programs (if applicable)	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		
President/Provost/Vice President	<input type="checkbox"/> Approved <input type="checkbox"/> Not approved		

Remarks