**Position Review Form**

Faculty and staff members are Truman State University’s most important and expensive resource. The purpose of this form is to ensure that we make hiring decisions in a fiscally responsible manner consistent with our strategic vision. Effective, 4/1/15, this form should be completed and submitted for review by the small PAC group prior to submitting the paperwork for initiating a search.

Position Title:

Direct Supervisor: Click here to enter text.

Key Responsibilities: (Attach a complete job description or ad copy, whichever provides more detail)

Click here to enter text.

Key Qualifications: Click here to enter text.

Describe the necessity to hire for this position based on data relevant to the department and/or university goals and needs (i.e. number of students served, percentage of current workforce in the area; impacts or outcomes achieved by or anticipated from the position, etc.): Click here to enter text.

Describe how this position will contribute (directly or indirectly) to the mission inside and outside of the requesting department (if applicable): Click here to enter text.

Explain why the work of this position cannot be accomplished in other ways (e.g. hiring a part-time position, spreading the duties across existing employees, short-term or overload or overtime, etc.): Click here to enter text.

Describe the short-term impacts of not filling this position:

Describe the long-term impacts of not filling this position:

Describe the process that will be used to evaluate productivity and to ensure accountability for this position: Click here to enter text.

\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Requestor Date

Date Reviewed by Small PAC: Click here to enter text.

Decision: Approve  Disapproved