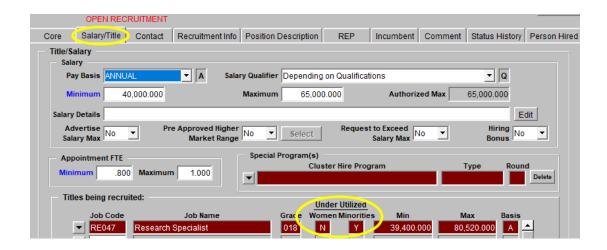
## Information to Include in Internal Recruitment Justifications



For internal recruitments, titles that are underutilized will require additional justification and approval by TA, in consultation with OAAPP. These requests should include:

- Official job title, business title and overview of duties
- Is there a unique skill set needed for the position that would only be found on campus (or in your division)?
- Why would an internal applicant provide a significant advantage or be critical to success in this new position?
- Is there a diverse, qualified pool to apply for this position? Please elaborate.
- What efforts will be taken to ensure a diverse applicant pool?

For internal recruitments, titles that are NOT underutilized do not require approval by TA, however a justification should be documented in the Comments tab of PVL. The justification should include:

- Is there a unique skill set needed for the position that would only be found on campus (or in your division)?
- Why would an internal applicant provide a significant advantage or be critical to success in this new position?
- Is there a diverse, qualified pool to apply for this position? Please elaborate.
- What efforts will be taken to ensure a diverse applicant pool?