

How to Complete the Recruitment Justification Form (RJF) & Add to Careers Job Opening

***Please note, this is only applicable for full-time regular and limited term positions.*

1. Click on this link: [Recruitment Justification Form Blank Template.docx](#)
2. Complete the Recruitment Justification Form in its entirety.

**For the pay range for staff positions you will need to contact Amy Collins and/or Josh Hallam. Holly Verhasselt will provide salary information for faculty positions.*

Recruitment Justification

Position Data
 Vacant Position New Position Reclass of Vacant Position

Department: _____ Position Title: _____
Position Budget (G): _____ Fund Source: _____
Current or Previous Incumbent (name and position number): _____

Pay:
Minimum: _____
First Quartile: _____
Midpoint: _____
Maximum: _____
Grade/Range for Position: _____

NOTE: Typical hiring/position entry pay range is between the Minimum and First Quartile. Offers beyond the first quartile should be reviewed regarding appropriateness and internal equity.

Justification Narrative:
Please provide a narrative of the role and need for continuance:

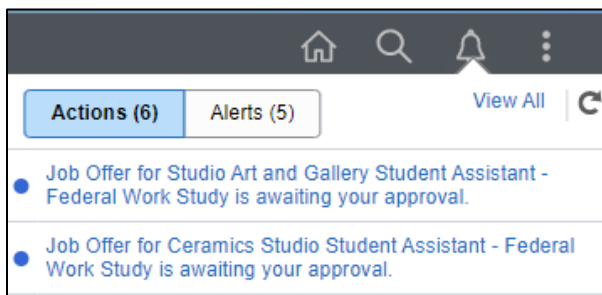
When was this position last reviewed, changed, or restructured? Please include any recent promotions or reclassifications that may be associated with this position.

What other alternatives or organization strategies have been considered?

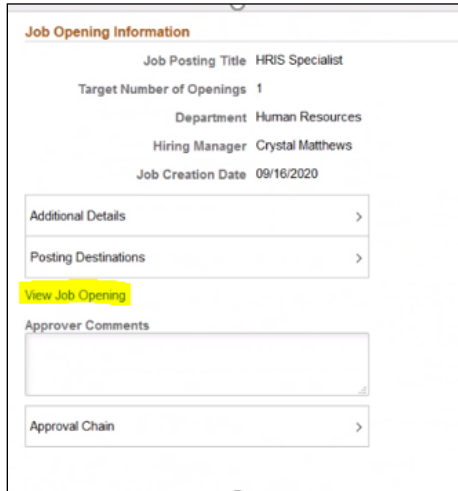
3. Once the form is complete, save it to your computer.
4. Log into OneUSG (Employee Self Service)
5. There should be a notification in the bell on the top right-hand corner.



6. Click on the bell and the notification link for the job opening you would like to approve. This will take you to the approval page for the job opening.



7. Click on “View Job Opening” on bottom left.

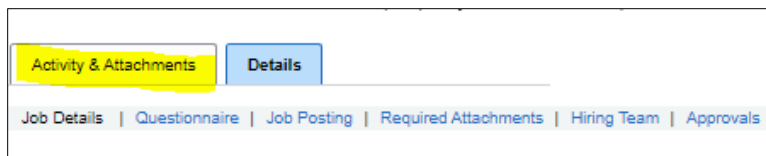


Job Opening Information

Job Posting Title HRIS Specialist
Target Number of Openings 1
Department Human Resources
Hiring Manager Crystal Matthews
Job Creation Date 09/16/2020

Additional Details >
Posting Destinations >
View Job Opening
Approver Comments
Approval Chain >

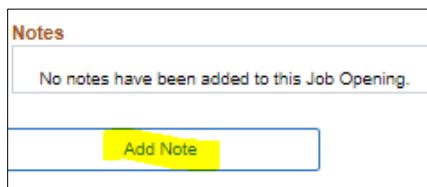
8. Click on “Activity & Attachments” tab.



Activity & Attachments Details

Job Details | Questionnaire | Job Posting | Required Attachments | Hiring Team | Approvals

9. Click on “Add Note”.

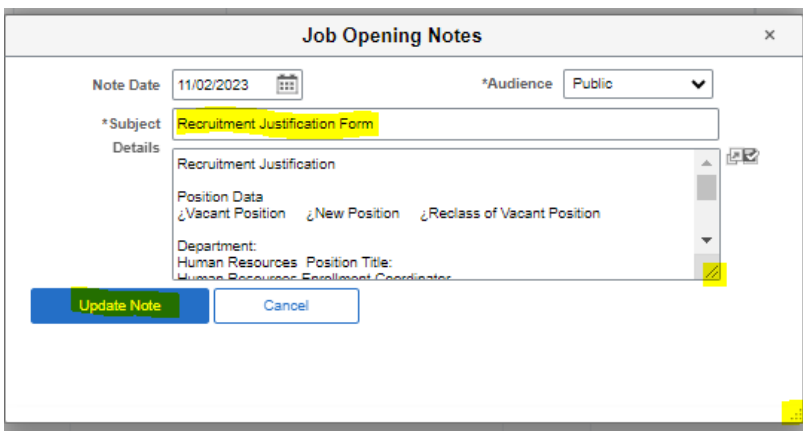


Notes

No notes have been added to this Job Opening.

Add Note

10. Add the Subject “Recruitment Justification Form” and copy & paste the form into the Details box. To view the full note details, scroll down or expand the box size. Click “Add Note”.



Job Opening Notes

Note Date 11/02/2023 *Audience Public

*Subject **Recruitment Justification Form**

Details
Recruitment Justification
Position Data
Vacant Position New Position Reclass of Vacant Position
Department: Human Resources Position Title: Human Resources Recruitment Coordinator

Update Note Cancel

11. Click "Save" at the bottom.

[Save](#) | [Recruiting Home](#) | [Search Job Openings](#) | [Create New](#) | [Clone](#) | [Add Note](#) | [Print Job Opening](#)