

**Flathead Valley Community College
Position Justification**

All positions that become vacant beginning November 1, 2017, must provide specific position information for the Executive Staff for consideration. This form must be completed and reviewed prior to requesting the position be filled in Human Resources. Following is a guide to assist you in providing this information.

POSITION INFORMATION

Vacant Position Job Title:	
Department:	
Date the Position Becomes Vacant:	Today's Date:
Name of Supervisor:	Funding Source:

RATIONALE

Why is this position critical to the success of FVCC? What are the essential components of the position that align with the strategic mission of FVCC?

Is there another employee/position that has the skills to perform the critical components of the position? Yes No
If so, who and what position?

What would be the impact of not filling the position?

Can the responsibilities of the position be streamlined, consolidated or restructured for efficiency or productivity?
Yes No

Using a critical and objective eye, reassess the position and identify ways in which its responsibilities could be done differently.

Taking all of the above into consideration, provide justification to advocate for the filling of this vacancy.

BUDGET INFORMATION

Salary:	Other Costs:	Total Costs:
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APPROVAL

Exec Staff Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
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Conditions: