

**CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
OFFICE OF HUMAN RESOURCES**

**JUSTIFICATION FOR RECRUITMENT**

This form must be used to obtain approval to initiate a search to fill a new or ongoing staff/administrative position. This process pertains to ongoing and new, full and part-time, staff and administrative positions of the University. Emergency hires, student employees, employees of any Auxiliaries, and the renewal of temporary employees are excluded from this process.

Please explain the primary functions of this position and why this position is "essential" to the operation of the University. Include a realistic statement of the likely consequences to University operations if the position is not filled at this time.

**I certify that in my judgment this position is essential to the effective operation of the University.**

Submitted by (Dean/Director) \_\_\_\_\_ Date \_\_\_\_\_

Approved  Disapproved

Vice President/Chief of Staff \_\_\_\_\_ Date: \_\_\_\_\_