



In accordance with the [Classified Hiring Priority List Development Process \(Rev. 09/27/2012\)](#), in September, each School/Department will receive a hiring needs questionnaire. This questionnaire will start the CHPLDP which is tied to the Strategic Planning timeline. The Administrator/Manager of each School/Department will have a dialogue with their employees. Each School/Department will create and/or review their department's methodology to determine their hiring priorities. The creation and/or review of a department's methodology should be participatory and inclusive at all levels of their area and must include their current program, administrative unit review results, or other supporting evidence. The departments' method will produce a formal Classified Hiring Priority List (the List) with rationales in priority order. The administrator/dean/manager will create a strategy form to process the request from The List.

New Classified Positions Questionnaire

General Characteristics of the Proposed Position

1. Position Title/Function/Supervisor
2. Did this position ever exist?
3. If yes, what is the history? Explain.
4. Is there a legal mandate to deliver services in your area? Explain.
5. If the position remains vacant, would it result in safety concerns? Explain.

Established Workload Need

1. Have you noticed an impacted area (*not necessarily your own*) needing classified staffing to deliver services?
2. Have you noticed an impacted area (*not necessarily your own*) needing staffing to perform a body of work?
3. Who is currently doing the work?

Impact on the Future

1. What will be the impact if the position remains unfilled?
2. How urgent is the hire needed before the negative impacts occur?

Alternative Staffing Options

1. What other staffing options has your school/department considered?
2. Is there a reduction of quality and/or quantity in the work load if it is not performed by a full time classified employee?

Comparison to other similar work/workloads

1. Are there any current positions similar to this proposed position?
2. How do the workloads compare to similar schools/departments. Explain.
3. How does the existing school/department full-time staffing compare to one year ago? Three years ago? Five years ago?

Other concerns or ideas for new hiring? Please feel free to elaborate