



STATE OF MAINE
OFFICE OF THE GOVERNOR
1 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0001

PAUL R. LePAGE
GOVERNOR

FROM: Governor Paul R. LePage *PRL*
TO: Members of the Cabinet
RE: Approval to fill vacancies
DATE: July 1, 2015

As discussed at our last Cabinet meeting, the Governor's Office will be conducting a review of all vacant state positions and newly created state positions, regardless of funding source. You will be receiving a template from the Department of Administrative and Financial Services shortly that will assist our review of those vacancies.

Until I have had an opportunity to review the information you submit, I want to personally approve all hiring decisions. Attached is a "Hiring Justification Form" that you must submit to my office before posting any position for hire or making any offers of employment in your department.

- You may proceed with any hiring steps that are underway (i.e., positions currently posted/advertised, interviewing and checking references); however, you may not make a job offer until I have approved and signed the Hiring Justification Form for the position

Please forward your Hiring Justification Forms directly to the Chief of Staff, John McGough.