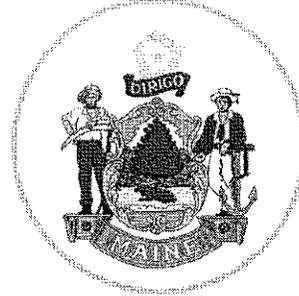


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MEMORANDUM

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**TO:** MEMBERS OF THE CABINET  
**FROM:** GOVERNOR'S OFFICE  
**SUBJECT:** EXECUTIVE BRANCH HIRING PROCESS  
**DATE:** 7/18/2016



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As the Administration prepares the next biennial budget, it is important that we have a firm understanding of Executive Branch positions, vacancies and the number of State employees needed to deliver services to the people of Maine in the most efficient manner possible. To further this understanding, the Governor is directing that all new Executive Branch hiring cease until further notice.

Beginning immediately, no positions will be posted by the Bureau of Human Resources, nor should they be posted by agencies electronically or in print. Positions that are already posted may be filled.

This will be implemented similar to previous efforts by the Administration to institute a more deliberative hiring process. The Governor understands that there may be a need to fill some Executive Branch positions due to reclassifications and other mechanisms to improve the staffing efficiency of State government. In those instances, agencies may complete the attached Hiring Justification Form that was used last year in order to seek approval to fill vacancies. Vacant positions may not be posted without the Governor approving and signing the Hiring Justification Form for the position.

If you determine that a position must be filled, please forward your Hiring Justification Form to the Governor's Chief of Staff, John McGough.