

State of Maine Hiring Justification Form

Date:			
Department Name & Company Number:			
Bureau/Division Name:			
Job Class or Working Title, and Job Class Code:			
Reason for Vacancy:			
Position Number	Date Vacated	% General Fund	% Other Funds
Explanation of need for the position, and identification of alternatives considered for accomplishing the Agency's mission without additional hiring:			
Commissioner or Agency Head Approval		Governor's Review	
Name:		Approved	Signature:
Signature:		Denied	
Date:		Date:	