

**DEPARTMENT OF ADMINISTRATIVE & FINANCIAL SERVICES**  
**Bureau of Human Resources**  
October 16, 2017

**HUMAN RESOURCES MEMORANDUM 7-17**

TO: All Agency Heads, Agency Human Resource/EEO Representatives

SUBJECT: Filling Vacancies (Updated) (*ref: Human Resources Memorandum 4-16*)

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This memo provides an updated Hiring Justification Form (please reference Human Resources Memorandum 4-16), which includes a space to indicate to the Governor that the class specification has been reviewed and a current FJA-1 is on file for the position being filled. This form should be used for any requests to fill vacancies going forward.

**S/ Joyce A. Oreskovich**  
Joyce A. Oreskovich, Director  
Bureau of Human Resources

Attachments:

- Hiring Justification Form ([doc](#))