**State of Maine Hiring Justification Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date: | |  | | | | |
| Department Name & Company Number: | |  | | | | |
| Bureau/Division Name: | |  | | | | |
| *Job Class or Working Title, and Job Class Code:* | |  | | | | |
| *Class Specification reviewed and current FJA:* | |  | | | | |
| 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:  DATE: | |
| Signature:  DATE: |  | | Denied |  |