**State of Maine Hiring Justification Form**

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| --- | --- |
| 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 |  |