

**Justification To Fill Position During Flexible Hiring Freeze**

As part of the current flexible hiring freeze implemented by the Chancellor, departments are required to provide justification for filling positions. The justification must document that the position is essential (mission critical) to the agency’s operation during the freeze.

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| **Position Title:** |  | **PIN** |  |
| **Location:** |  | **Job Req:** |  |

1. **What are the mission critical activities performed by this position?**

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1. **Can the mission critical activities of this position be allocated to existing employees during the freeze?**

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| **Prepared by:** | **Date:** |