Hiring and Employment Classification Matrix	
Matrix #1 (M1) **Current Situation** **Note: To be accomplished by the requesting department**	
Matrix #2 (M2) **Impact of Not Hiring** **Note: To be accomplished by the requesting department**	
Matrix #3 (M3) **How the New Position Will Address the Need** **Note: To be accomplished by the requesting department**	
Job description & Organizational Chart **Note: To be accomplished by the requesting department**	

Matrix #4 (M4) **Importance level** *Highlight the choice* **Note: To be accomplished by the VP area/President**	**1. Critical Need (Immediate)** This level signifies that hiring is necessary and should be done immediately to prevent disruption of operations or achieve strategic goals. **2. High Priority Need** Hiring is important but not immediately critical. However, if delayed, it may cause significant operational inefficiencies or delays in achieving goals. **3. Moderate Need (for new initiatives/projects, non-critical back log management, temporary overload, for skills enhancement need-temporary)** Hiring is somewhat important, but the institution can continue to function effectively without immediate action. The role may become more important over time, or hiring is tied to long-term plans. Name _____ Signature _____

Matrix #5 (M5)
HR and Controller Clearance
Highlight the choice
	A. Personnel Planning Clearance
	   1. **Annual Planning:** Yes or No
	   2. **If yes, need HR clearance (Yes or No from the Office)**
	   3. **If no, provide justification**
	
	Name _____ Signature
	
	B. Budget Clearance
	   1. **Part of the proposed budget:** Yes or No
	   2. **If yes, need Controller clearance (Yes or No from the Office)**
	   3. **If no, provide justification**
	
	Name _____ Signature _____

Matrix #6 (M6) **Type of Hire** (Replacement / New Creation / Additional / Call)	**Type of Hire:** **Justification:**
Matrix #7 (M7) **Recommended Employment Classification** *Highlight the choice*	**Work Arrangement:** Full-time; Part-time; Job Order/Project-based/Consultant/Independent Contractor; Freelancer; On-the-Job Trainee **Employment Arrangement:** Permanent; Temporary **Work Set Up**: On-site; Remote; Hybrid **Justification:**
Matrix #8 (M8) **Budget Impact** *Note: To be accomplished by the HR and the department*	**Salary Category:** **Salary Scale:** **Recommended Salary (need HR Attachment):** **Attach details of the full compensation package**

head/area administrator	
Matrix #9 (M9) Source of Budget *Note: To be accomplished by the Finance Department/FC*	**FC Action No.:** **Source:** Existing Operational Budget **Charge to:** Department