

Hiring and Employment Classification Matrix

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

<p>Matrix #4 (M4) Importance level <i>Highlight the choice</i></p> <p>Note: To be accomplished by the VP area</p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p>Matrix #5 (M5) HR and Controller Clearance <i>Highlight the choice</i></p>	<p>A. Personnel Planning Clearance</p> <ol style="list-style-type: none"> 1. Annual Planning: Yes or No 2. If yes, need HR clearance (Yes or No from the Office) 3. If no, provide justification <p>B. Budget Clearance</p> <ol style="list-style-type: none"> 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
<p>Matrix #6 (M6) Type of Hire (Replacement / New Creation / Additional / Call)</p>	<p>Type of Hire: Justification:</p>
<p>Matrix #7 (M7) Recommended Employment Classification <i>Highlight the choice</i></p>	<p>Work Arrangement: Full-time; Part-time; Job Order/Project-based/Consultant/Independent Contractor; Freelancer; On-the-Job Trainee</p> <p>Employment Arrangement: Permanent; Temporary</p> <p>Work Set Up: On-site; Remote; Hybrid</p> <p>Justification:</p>
<p>Matrix #8 (M8) Budget Impact</p> <p><i>Note: To be accomplished by the HR and the department head/area administrator</i></p>	<p>Salary Category: Salary Scale: Recommended Salary (need HR Attachment): Attach details of the full compensation package</p>

<p>Matrix #9 (M9) Source of Budget</p> <p><i>Note: To be accomplished by the Finance Department/FC</i></p>	<p>FC Action No.: Source: Existing Operational Budget Charge to: Department</p>
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