

## Justification to Fill Form

Johns Hopkins Health System Corporation/The Johns Hopkins Hospital Vacancy Review – Request to Fill Analysis			
Vice President		Replacement Position <input type="checkbox"/>	
Hiring Manager		New Position <input type="checkbox"/>	
Department/Unit			
Position Title			
Full Time Equivalent			
Job code			
Is this a budgeted position for FY'10			
	<b>Budgeted</b>	<b>Current</b>	<b>Variance</b>
How many FTEs with this title in your cost center			
How many FTEs with this title in your department			
How many FTES with this title are vacant in the department, excluding this position	N/A		
Position will be filled by (Select One):			
Posting & Recruiting	<input type="checkbox"/>		
Internal Transfer	<input type="checkbox"/>		
Promotion	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Explain: _____	
Salary Range of position			
Month position is being requested			
Anticipated month position will be hired			
	YTD Actual	YTD Variance	YTD % Variance
YTD- Actual Financial Performance for department			
Overtime rate % for department			
Projected overtime rate % once position requested is in place			
Agency dollars spent YTD for this position?			
Projected year-end Financial performance of department			
Brief justification for position (If a Business Plan was completed and approved for this position, please attach it to serve as justification.)			
<b>Please attach an Organizational Chart.... Return form to Career Services Fax 410-955-0890</b>			
Advanced review – for use by VP of HR			
Recommended action:			

Director/Administrator Signature \_\_\_\_\_

Print Name \_\_\_\_\_

VP or Dr. Reitz (whichever applicable) Signature \_\_\_\_\_