**Request for an SHRA Recruitment**

Department:       Date:

Department Head’s name:       AUL:

Position branch/role/competency:

Position working title:       Position number:

Supervisor of this position:

Person who most recently held this position:

**Statements of justification**

Please include information on the scope of the duties; any planned changes in the duties of this position to meet new demands, responsibilities, or opportunities in your department; the relationship of this position to the Library’s strategic plan; opportunity for flexibility in scope and assignment of these duties to other staff; impact on the work of the Department if the position remained vacant; and any other relevant information.