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## Job Aid for HR Liaisons: Adding a Justification Statement to Job Requisitions

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When creating a new Job Requisition, you will include the justification statement to support one or more of the hiring criteria listed below:

1. The requested position is necessary for health, safety, or security reasons, or
2. The requested position has a direct impact to revenue or grant funding, or
3. Not filling the requested position would create a significant inability to meet student needs without other viable options, or

Create Job Requisition:

Complete **Recruiting Details**, as usual

Reason, Recruiting Instructions, Recruiting Start Date, Target Hire Date

Click Next

Complete **Job Details**:

Use the required field, **Justification**, to provide the supporting information for the one or more criteria listed above.

Complete the rest of **Job Details** as usual, continue to use Additional Job Description field as a communication tool to provide search committee members, salary information (Commensurate), length of posting (5 day minimum, etc), Supplemental Questions

Complete the rest of the Create Job Requisition and submit as usual.

Recruitment will review the justification to ensure it addresses the criteria and will send back if additional information is needed in the justification.

**Questions may be emailed:**

- Texas A&M employees: [jobs@tamu.edu](mailto:jobs@tamu.edu)
- A&M Health employees: [hschr@tamu.edu](mailto:hschr@tamu.edu)