

# Strategic Position Review

## Strategic Position Review Questionnaire For Staff Positions

1. Explain why position is relevant to the University at this time.

2. Can the duties and responsibilities be absorbed by another position within your department or division?

3. Explain why the position cannot be eliminated.

## Strategic Position Review

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

### Position

Position Type (Please choose Faculty, Staff, or Adjunct):

Position Category (Please choose Full-time, Part-time, or Temp):

Posting#: \_\_\_\_\_

### Salary

Salary:

Budgeted Benefits  
Cost:

Total Budget  
Salary:

Should the salary be posted? YES  or NO

Position#: \_\_\_\_\_ Last Incumbent Name: \_\_\_\_\_

Budget Director \_\_\_\_\_ Date: \_\_\_\_\_

## Strategic Position Review

**Hiring Manager/ Search Chair**

Name:

Email:

Ext.:

**Direct Supervisor**

Name:

Email:

Ext.:

**Department Contact**

Name:

Email:

Ext.:

\_\_\_\_\_  
Human Resources\_\_\_\_\_  
Date Received**Approval to Post Via [careers.centralstate.edu](https://careers.centralstate.edu)**\_\_\_\_\_  
Director/Dean\_\_\_\_\_  
Date Received\_\_\_\_\_  
Area VP\_\_\_\_\_  
Date Received\_\_\_\_\_  
VP Administration & Finance/CFO\_\_\_\_\_  
Date Received\_\_\_\_\_  
President (If salary over \$100,000)\_\_\_\_\_  
Date Received

## Strategic Position Review

Complete sections below or attach job description.

### Minimum Qualifications:

### Preferred Qualifications:

### Supplemental Questions: (If necessary)

### Required Documents:

Posting Date: \_\_\_\_\_

Closing Date  
Application: \_\_\_\_\_

Review Start  
Date: \_\_\_\_\_