

*ATTENTION: This template should be used as a guide for the development of a Justification.*

**Workforce Planning—Analysis**

This section should detail the *necessity* of the position.

**Example**: This position is needed for the efficiency of daily operations to function within the department. It will also increase revenue annually. The University depends upon our department and this position to further advance the mission.

*\*Each statement ought to be verified with factual numbers or other figures as it relates.*

**Impact the position has on the University**

The University is a biblically based institution and this position will continue to advance the role Cedarville University plays in the lives of our educational goals.

*\*Provide evidence of how, why, etc.…*

**Provide Workflow of the department**

This position fits into our current departmental structure by handling the following and assisting with:

* Work task one
* Work task two
* Work task three

**Other pertinent information as needed**

Legal impact on the University?

Could this be outsourced?

Alternative possibilities for this position?