



2 Peachtree Street, NW • 6th Floor • Atlanta, GA 30303-3142
www.gvra.georgia.gov

Critical Hire/Staffing Request

<input type="checkbox"/> Regular Full time employee		<input type="checkbox"/> Part-Time		<input type="checkbox"/> Hourly	
Program/Location/Dept:			Position Title:		
No. of Positions Requesting to Fill:			Position Number(s):		
Estimated Start Date:			Reports To:		

FOR HR USE ONLY					
PeopleSoft Job Code:			Pay Grade:		
Annual Salary*:		X Benefits (.53331)		Total=	
Cost of total current Vacant Positions for the Program: <i>(total salary x number of hires requested)</i>					
Date Position Became Vacant		Previous Incumbent:			
Contact Person/Phone Number:					

For Budget Use Only			
% State Funds:		% Federal or Other Funds:	
Funding Verified by:			

Submitted by:		Date:	
Div. Director/Dept. Head/Sr. Leadership Approval:		Date:	
Program Director Approval:		Date:	
GVRA Human Resources Approval:		Date:	
GVRA Executive Director Approval:		Date:	
OPB:		Date:	

**** Detailed Justification Statement and Preferred Qualifications MUST be attached to this form****