

Employment Actions Justification Form Guidelines

Instructions: The Employment Actions Justification form is included in each electronic form in [Hirezon/Interview Exchange](#):

Unclassified Request to Fill
Classified Request to Fill
Reassignment/Extra Service Request

_ The Employment Actions Justification form **MUST** be completed for **ALL** employment actions:

Unclassified

New Hires
Replacements
Temp Hires

Classified

New Hires
Replacements
Temp Hires/Rehires

- *All Student Assistant appointments ([Undergraduate Student Employment Actions Justification Form](#))
- *All Extra Service Requests
- *All RTF's

Additional Instruction:

- If a position was approved through the Unclassified RTF and went through the search process the Unclassified Service Appointment form must be completed for the new hire and in the justification section please choose the same drop down reason you did for the RTF justification and in each box you can type "approved search" so you do not have to complete the justification again.

If you have any questions or are unsure, please contact the HR Office at hr@oswego.edu for assistance.