



Example of Justification needed for Hiring Proposal:

Jane Smith's education includes a B.A. degree in a related study area, which is a requirement for this position. Her experience includes business administration, financial management, personnel planning, and the supervision of others. Jane also has related experience with university office forms and duties associated with a Business Officer. The position requires that personnel work closely with the Department Head in ensuring the smooth operation of the department as a service provider. A review of Jane's work history with the University shows an individual who has worked in progressively responsible positions that have given her the opportunity to acquire higher levels of responsibility. Lastly, from her answers during the interview and from the references provided, Ms. Smith has demonstrated excellent interpersonal skills, initiative, and good judgment. She was well prepared for the interview, gave thoughtful responses to the questions, and showed a keen interest in the position.