

## Critical Position Hiring Rubric

Position Title: \_\_\_\_\_ Duration of Vacancy \_\_\_\_\_

Hiring Manager: \_\_\_\_\_ Unit \_\_\_\_\_ Strategic Plan Reference \_\_\_\_\_

Instructions – Please select the criterion that best rates the criticality of the proposed hiring employment action for this position, and provide a short description in the corresponding box below.

**Important Note: The identification of key/ mission-critical positions is a separate activity from identifying emergency designations. While the identification activities allow the organization to respond in a short term emergency setting, identifying key and mission essential positions is strictly for workforce planning purposes and have a longer term planning focus for the University.**

<b>Critical Hire Criteria</b>	<b>3 URGENT</b> <ul style="list-style-type: none"> <li>• Immediate need/ will severely jeopardize institutional operations if position is not filled.</li> <li>• No other qualified existing personnel can assume duties.</li> <li>• Urgent to advancing the ASU mission.</li> <li>• Other – please enter justification in box below.</li> </ul>	<b>2 ESSENTIAL</b> <ul style="list-style-type: none"> <li>• Will significantly limit the unit operations if the position is not filled.</li> <li>• Other qualified existing personnel can temporarily assume duties.</li> <li>• Essential to advancing the ASU mission.</li> <li>• Other – please enter justification in box below.</li> </ul>	<b>1 IMPORTANT</b> <ul style="list-style-type: none"> <li>• Will negatively impact unit operations if the position is not filled.</li> <li>• Other qualified existing personnel can temporarily assume duties.</li> <li>• Important to advancing the ASU mission.</li> <li>• Other – please enter justification in box below.</li> </ul>	<b>N/A Criterion does Not apply to this position</b>
<b>Criterion 1</b> – Formal senior leadership positions <ul style="list-style-type: none"> <li>○ Administrative Council; Academy, e.g. Deans, Chairpersons, etc.; Operations, e.g. Directors</li> </ul>				
<b>Criterion 2</b> – Positions requiring specialized knowledge, critical expertise, and capabilities <ul style="list-style-type: none"> <li>○ Regulatory, e.g. SEVIS; Accreditation; Hard to replace expertise; niche skills, e.g. IT; Athletic coaches; public safety</li> </ul>				
<b>Criterion 3</b> – Positions with significant/ circumstantial impact (May require temporary hire) <ul style="list-style-type: none"> <li>○ “Stand Alone” positions or small staff; extended absences due to medical maternity, jury duty, military orders</li> </ul>				

Approval(s): \_\_\_\_\_  
 Departmental/College Level \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
 President \_\_\_\_\_ Date \_\_\_\_\_