

Job Justification Template

[Your Name]
[Your Position]
[Date]

[Supervisor's Name]
[Supervisor's Position]
[Company/Organization Name]

Subject: Job Justification for [Position Title]

Dear [Supervisor's Name],

I am writing to request your consideration and support for the creation of a new position within our [Department/Team]. I believe that this position is essential to our department's success and will contribute significantly to the overall growth and efficiency of our organization.

Job Overview:

- **Position Title:** [Proposed Position Title]
- **Purpose/Role:** Provide a concise description of the position and its purpose. Explain how it aligns with the goals and objectives of our department and organization.
- **Key Responsibilities:** Outline the primary responsibilities and tasks that the position would entail. Highlight any specific areas where the role would address critical needs or gaps in our current operations.

Justification:

- **Increased Workload:** Describe the increasing workload or additional responsibilities that have created a need for this new position. Explain how the current team is unable to manage the workload effectively without compromising quality or timely completion of tasks.
- **Enhanced Efficiency:** Discuss how the proposed position would enhance the efficiency and productivity of our department. Consider the potential impact on workflow, turnaround time, and customer satisfaction.
- **Specialized Skills or Expertise:** If the position requires specialized skills or expertise, explain how the new hire would bring valuable knowledge or qualifications that are currently lacking within the team.
- **Growth and Expansion:** If the organization is experiencing growth or planning expansion, emphasize how this new position would support these initiatives and ensure that we can meet the demands of increased business opportunities.

Financial Considerations:

Sample Job Justification Document

PT Brinkman

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the PT Brinkman text.

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Vallabhaneni,2013-01-31 The most comprehensive Certified Internal Auditor Exam preparation guide available One exam three volumes of preparation Here is the best source to help you prepare for the Certified Internal Auditor CIA exam covering the new syllabus effective 2013 Wiley CIA Exam Review Volume 1 Internal Audit Activity s Role in Governance Risk and Control addresses topics such as international standards internal control and risk and internal audit engagements including audit tools and techniques Includes fully developed theories and concepts as opposed to superficial outlines found in other study guides Offers indicators that help candidates allot study time based on the weight given to each topic on the exam Indicates the level of difficulty expected for each topic on the exam as either Awareness or Proficiency so more time and effort can be assigned for the proficiency topics than for the awareness topics Presents highly comprehensive coverage of theory with glossary of technical terms Every volume in the Wiley CIA Exam Review series offers a successful learning system of visual aids and memorization techniques that enable certification candidates to form long lasting impressions of covered material *Classroom Record Keeping Made Simple* Diane Mierzwik,2005-06-15 This enlightening text provides

tips strategies and best practices for finding additional daily time and creating enhanced documentation through better record keeping management **Wiley CIAexcel Exam Review 2016** S. Rao Vallabhaneni,2015-11-23 WILEY CIAexcel EXAM REVIEW 2016 THE SELF STUDY SUPPORT YOU NEED TO PASS THE CIA EXAM Part 1 Internal Audit Basics Provides comprehensive coverage based on the exam syllabus along with sample practice multiple choice questions with answers and explanations Deals with mandatory guidance including international standards and code of ethics Addresses internal control and risk Covers related standards from the IIA s IPPF Covers internal audit engagements with audit tools and techniques Features a glossary of CIA Exam terms a good source for candidates preparing for and answering the exam questions Assists the CIA Exam candidate in successfully preparing for the exam Based on the CIA body of knowledge developed by The Institute of Internal Auditors IIA Wiley CIAexcel Exam Review 2016 learning system provides a student focused and learning oriented experience for CIA candidates Passing the CIA Exam on your first attempt is possible We d like to help Feature section examines the topics of Mandatory Guidance Internal Control and Risk and Conducting Internal Audit Engagements Wiley CIAexcel Exam Review 2017, Part 1 S. Rao Vallabhaneni,2017-07-12 WILEY CIAexcel EXAM REVIEW

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incorporation of new terminology from the Guide to Physical Therapist 3 0 and ICD 10 coding EXPANDED number of case examples covers an even broader range of clinical practice areas *101 Sample Write-Ups for Documenting Employee Performance Problems* Paul Falcone,2010-03-24 Whether you re addressing an initial infraction or handling termination worthy transgressions you need to be 100 percent confident that every employee encounter is clear fair and most importantly legal Thankfully HR expert Paul Falcone has provided this wide ranging resource that explains in detail the disciplinary process and provides ready to use documents that eliminate stress and second guessing about what to do and say Revised to reflect the latest developments in employment law the third edition of 101 Sample Write Ups for Documenting Employee Performance Problems includes expertly crafted easily customizable write ups that address sexual harassment absenteeism insubordination drug or alcohol abuse substandard work email and phone misuse teamwork issues managerial misconduct confidentiality breaches social media abuse and more With each sample document also including a performance improvement plan outcomes and consequences and a section of employee rebuttal it s easy to see why over 100 000 copies have already been sold making life for managers and HR personnel significantly easier when it comes to addressing employee performance issues Special Agent United States. Department of the Army,1980 **Federal Personnel Manual** , **The Usability Engineering Lifecycle** Deborah J. Mayhew,1999-03-22 This text is about achieving usability in product user interface design through a process called Usability Engineering The techniques presented include not only UI requirements analysis but also organizational and managerial strategies *Field Manuals* United States. War Department,1980-10 **Implementing the Project Management Balanced Scorecard** Jessica Keyes,2010-07-20 Business managers have long known the power of the Balanced Scorecard in executing corporate strategy Implementing the Project Management Balanced Scorecard shows project managers how they too can use this framework to meet strategic objectives It supplies valuable insight into the project management process as a whole and provides detailed explanations on how to effectively implement the balanced scorecard to measure and manage performance and projects The book details a tactical approach for implementing the scorecard approach at the project level and investigates numerous sample scorecards metrics and techniques It examines recent research on critical issues such as performance measurement and management continuous process improvement benchmarking metrics selection and people management It also explains how to integrate these issues with the four perspectives of the balanced scorecard customer business processes learning and innovation and financial Filled with examples and case histories the book directly relates the scorecard concept to the major project management steps of determining scope scheduling estimation risk management procurement and project termination It includes a plethora of resources on the accompanying downloadable resources including detailed instructions for developing a measurement program a full metrics guide a sample project plan and a set of project management fill in forms

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Federal Regulations ,1982 Code of Federal Regulations United States. Department of Justice,2005 Special edition of the Federal register containing a codification of documents of general applicability and future effects as of July with ancillaries **The Code of Federal Regulations of the United States of America** ,2001 The Code of Federal Regulations is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government **Aviation Storekeeper 1 & C** United States. Bureau of Naval Personnel,1972

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