Top Ten Quick Tips
Strategic Alignment Process

1. Explain how this position supports and impacts the Institute Strategic Plan.

2. Clearly identify the critical area that would be impacted if this position is not filled:
   a. Student Success:
   b. Patient/Life Safety: and
   c. Compliance/Accreditation

3. Build a persuasive narrative that assumes the audience is unfamiliar with your unit, the work you do, and how this specific position contributes to that work.

4. Use specific metrics to support your narrative.

5. Provide thorough but concise responses to the narrative questions. Describe the negative impact to a critical area and the Institute Strategic Plan if the position is not filled.

6. Clearly outline alternatives that have been considered and why each one would not meet a critical need.

7. If the position is vacant for over a year, detail the interim solution and why that is no longer sustainable.

8. Attach documentation supportive of your narrative.

9. Avoid using acronyms and shorthand and spell out acronyms the first time they are used (i.e., Georgia Tech Human Resources (GTHR)).

10. Ask your HR Representative for help and support with your submission.