Top Ten Quick Tips

Critical Hire Justification Process

1. **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

2. **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. Please include a full description with context instead of relying solely on attachments, such as job descriptions or organizational charts.

3. **Use specific metrics** to support your narrative.

4. **Provide thorough but concise responses** to the three narrative questions. Describe the negative impact to a critical area if the position is not filled.

5. **Clearly outline considered alternatives** and why each one would not meet a critical need.

6. **Attach documentation** to support your narrative.
   a. Examples: budgets, growth forecasts, organizational charts, formal position reviews or reorganizations, grant award letter, etc.

7. **Consistently use “Georgia Tech”** instead of “the Institute” or “GT”

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

9. **Start the process as soon as a critical position has been identified** and plan for the review process to take several weeks once the application is submitted.

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