Top Ten Quick Tips
Strategic Alignment Process

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

2. Clearly identify the Institute Strategic Plan focus area(s) this position supports:
   a. Amplify Impact
   b. Champion Innovation
   c. Connect Globally
   d. Expand Access
   e. Cultivate Well-Being
   f. Lead by Example

3. Build a persuasive narrative that assumes the audience is unfamiliar with your business operations, the work your unit supports, 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 Institute Strategic Plan if the position is not filled.

6. Clearly outline two or more alternatives that have been considered and why each one would not be a sustainable solution.

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.