

## Employment Actions Justification Form Guidelines

**Instructions:** The Employment Actions Justification form is included in each electronic form in [Hirezon/Interview Exchange](#):

[Unclassified Service Appointment Form](#)  
[Unclassified Request to Fill](#)  
[Classified Request to Fill](#)  
[Reassignment/Extra Service Request](#)

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The Employment Actions Justification form **MUST** be completed for **ALL** employment actions:

**Unclassified**

Full Time Term Professional Renewals  
Full Time Faculty Renewals  
Promotions  
Salary Increases  
New Hires  
Replacements  
Temporary Renewals (including VAPs)  
Adjuncts (new/renewals)  
Graduate Assistants (new/renewal)  
Assistant Coaches (new/renewal)  
Tech Casuals

**Classified**

New Hires  
Replacements  
Temp Hires/Rehires

\*All Student Assistant appointments ([Undergraduate Student Employment Actions Justification Form](#))

\*All Extra Service Requests

\*All RTF's

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*Additional Instruction:*

- If a position was approved through the Unclassified RTF and went through the search process the Unclassified Service Appointment form must be completed for the new hire and in the justification section please choose the same drop down reason you did for the RTF justification and in each box you can type "approved search" so you do not have to complete the justification again.

***If you have any questions or are unsure, please contact the HR Office at [hr@oswego.edu](mailto:hr@oswego.edu) for assistance.***