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

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

**Unclassified**
- 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

*All* Student Assistant appointments  
*All* Extra Service Requests  
*All* RTF’s

The Employment Actions Justification form **DOES NOT** need to be completed for the following employment actions:

**Unclassified**
- Full Time Term Professional Renewals
- Full Time Faculty Renewals

**Classified**

Additional Exception:

- 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 for assistance.*