**Priority and Restricted Hire Process**

**Unit Sr. Leader**
- Determine need and obtain Provost/Finance headcount approval

**Hiring Manager**
- Sends SPJ form, plus the job description to LIS via email for analysis and review (including any additional supportive documentation)
- Review analysis from LIS with Sr Leader of Unit.
- Sends request to the Provost (including JD, SPJ form and analysis from LIS)

**HR Partner**
- Provide support to obtain Provost Approval (Headcount), share the Special Programs Justification (SPJ) form that needs to be completed
- Reviews JD, SPJ form, and provides analysis. Sends analysis back to Hiring Manager

**Legal**
- Reviews Job Description, SPJ form and Analysis from LIS

**Provost Office**
- Approves or Declines Priority/Restricted Hire

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**Is Priority/Restricted Hire Approved?**
- No, Requisition Created
- Yes, Create requisition, attach SPJ form, JD and proof of Provost Approval (including budget approval if net new)

**Note:** If "vulnerable sector" is Yes, that detail must be included in the job description.