As a Hiring Manager, please consider the following steps for mission critical hiring:

1. Has your Dean / VP determined this position to be mission critical?
   - NO: Position will remain vacant and in "suspended" status until further notice.
   - YES: Reassign duties and reassess vacancy when normal hiring resumes.

2. Can the duties of this position be temporarily reassigned to another employee?
   - NO: Position will remain vacant and in "suspended" status until further notice.
   - YES: Reassign duties and reassess vacancy when normal hiring resumes.

Final approval email must include:
1. Name of Department / Office
2. Position Number for requested position
3. Title for requested position
4. Brief justification for mission critical hire
5. Email documenting approval from your Dean/VP (PEC Member)