



## Justification / Request to Hire Employee

This form must be submitted (by email) to the CDS State IEU ([Dan.Alley@maine.gov](mailto:Dan.Alley@maine.gov)) prior to advertising, interviewing and hiring for any position. Please complete all areas.

Site	Date
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Position		<input type="checkbox"/> Replacement	<input type="checkbox"/> New	
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	Name of previous employee
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Proposed Advertisement Date	Proposed Interview Date	Proposed Start Date
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Position Justification (do not submit resumes) *for one of the following types:*

- Replacement
- Need for evaluation staff
- Compliance issues
- Cost savings

Please provide written documentation of the specific steps taken to obtain services from providers or school districts in the area. For compliance, please provide three months of compliance data. For cost savings, please provide side-by-side describing the anticipated cost of one vs. another.

*To be completed by the CDS State IEU*

<input type="checkbox"/> Position Approved <input type="checkbox"/> Not approved - Reason
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<b>CDS State IEU Director Signature</b>	Date
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*To be completed by DOE Commissioner's Office*

<input type="checkbox"/> Position Approved <input type="checkbox"/> Not approved - Reason
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<b>Commissioner's Office Signature</b>	Date
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After a candidate is chosen please complete and send to the CDS State IEU for final approval.  
 Approval must be given before employee is hired.

Candidate Name			
Salary/ Hourly Wage Per Salary Scale or Maine Care Rates/other (contracted)		# of Hours	
Certification/Licensure/ Authorization Type			
Verification (attach copy) <i>(if you have not gotten verification do not continue or submit for approval)</i>	<input type="checkbox"/> Received <input type="checkbox"/> Not Received	Date of Expiration	
	Recommended Start Date		

<i>To be completed by the CDS State IEU</i>	
<input type="checkbox"/> Position Approved <input type="checkbox"/> Not approved - Reason	
CDS State IEU Director Signature	Date

Once the candidate is approved and hired, you must submit hire information to the CDS State IEU. A copy of this form must be placed in employees file.