

Business Justification Quick Guide

This guide provides guidance on how to structure business justification details submitted on job requests in iCIMS. A job request with thorough business justification details will help prevent delays in job review/job approval process.

To ensure your new FTE request is approved by your respective leaders and the governance committee, a detailed business justification summary is required. There is a text area labeled business justification with unlimited text characters on job requests in [iCIMS](#) (Hiring Manager Dashboard view, access using Single Sign On, “SSO”).

Best Practice is to include the following:

- Background information, detailed
- Rationale for request
- Scope of role
- Staffing model and/or analysis used to determine staffing need
- Team dynamics (e.g., current number of staff in practice – 2 MA’s/1PCC/1ADM, etc.)
- Include perspective on what role will help achieve – what are we signing up for with this investment?
- If newly created (add info regarding growth/expansion details)
- Information related to the potential risks to the business as a result of staffing gaps
- Market challenges
- Compression challenges