About the Document

name	**OP-MGR-2430-M. Approval to Hire Form**
owner	HR
access & use	Restricted to Managers & HR
what it is	A form used to obtain the final approval for the search to begin for a budgeted or replacement position. Used for: ◆ Obtaining final approval for an open position to provide the green light for the search to begin ◆ Ensuring that the landscape has not changed since the position was first approved – for example during last year's budgeting process ◆ Ensuring that alternatives and/or improvements to the position have been considered if the position was held by an incumbent leaving the Company ◆ Ensuring that compensation and additional anticipated recruiting costs for the position remain in line with what was budgeted ◆ Providing HR with recruiting and advertising information
who uses it	Hiring Manager
used with	◆ *OP-MGR-2435-M. Position Justification Form*
Caution: The form that accompanies these instructions includes sensitive information. It should not be shared with staff members who do not have responsibility for direct reports. Use caution and discretion when using, as even blank documents may be misunderstood without context.	

Working with the Document

- Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.

- Table cells will expand to accommodate any length of text.
- If required, you can copy and paste to add additional tables to the form. In the upper-left corner of the table, click the Table icon to select the entire table, and then press **Ctrl + C** to copy it. Right-click in the destination location and press **Ctrl + V** (or right-click and select **Keep Original Table Formatting** from the **Paste Options**).
- If required, you can copy and paste to add additional rows to the tables. Place the cursor in a row, right-click, and select **Insert > Insert Rows Below**. Or, to copy and paste a row, select the entire row and press **Ctrl + C**, then place cursor in the first cell of the destination row and press **Ctrl + V**.

Instructions

1. Save a copy of the form.
2. Enter the requested information electronically, following the instructions provided in the form.
3. If the position you are requesting is for an addition to headcount that exceeds the existing budget, complete and attach the *OP-MGR-2435-M. Position Justification Form*.
4. Print and sign the form.
5. Obtain approval signatures.