General Information

Date:	DD/MM/YYYY
Hiring Manager:	
Department:	
Position Number:	
Position Title:	
Individual being replaced (if applicable):	Enter name of individual being replaced, or "new position" if applicable
Budgeted or Unbudgeted Position:	Budgeted: ☐ Unbudgeted*: ☐ Unknown: ☐ *For unbudgeted positions, attach a completed *OP-MGR-2435-M. Position Justification Form*.
Anticipated Start Date:	DD/MM/YYYY
Position Location:	
Form Completed By:	

Position Information

Position status? (select all that apply)	Employee: ☐ Contractor: ☐ Permanent: ☐ Full-time: ☐ Part-time: ☐ Temporary/Term/Project: ☐
If position is part-time:	# of hours: Insert # Per day: ☐ Per week: ☐ Per project: ☐
If position is term or temporary, what is the expected end date?	End date: DD/MM/YYYY Number of months: Insert #
What is the probability that the term will be extended?	High: ☐ Low: ☐ Unknown: ☐

Re-think the Position

When a current employee leaves a position, there's an opportunity to re-examine the department and position needs before hiring a replacement.

☐ This section is not applicable if the position is **unbudgeted,** and you have completed and are attaching *OP-MGR-2435-M. Position Justification Form*

If this position is being opened to replace a previous employee, would your department benefit from using the opportunity to re-organize roles?
type here
Does the position need to change to better meet your department's needs? What changes to the job description should be considered before looking for a replacement?
type here
What additional skills, experience or education should we look for in a candidate?
type here

Compensation & Recruiting Costs

☐ This section is not applicable if the position is **unbudgeted,** and you have completed and are attaching *OP-MGR-2435-M. Position Justification Form*

TOTAL BUDGET FOR THIS POSITION:	**$ .00**

Show breakdown of compensation & recruiting costs – even if you do not anticipate any variances between the original budgeted amount shown above and new cost projections.

Currency:	CDN $ ☐ US $ ☐ Other: ☐ (Specify)
Compensation type:	Annual Salary ☐ Hourly Rate ☐ Total Contract Value ☐
Base compensation:	$ .00
Variable compensation:	$ Include items such as bonus or commission eligibility.00

Non-standard benefits:	$ Include any non-standard benefits this position may be eligible for.00
Recruiting costs:	◆ Relocation: $ .00 ◆ Agency Recruiters: $ .00 ◆ Advertising: $ .00 ◆ Behavioral Profiling/Testing: $ .00 ◆ Wages for interviewing and administration $ .00
Other costs:	◆ Cost Description: $ .00 ◆ Cost Description: $ .00 ◆ Cost Description: $ .00
TOTAL EMPLOYEE COSTS:	**$ .00**

Difference between **TOTAL BUDGETED FOR POSITION** and **TOTAL EMPLOYEE COSTS:**	**$ .00**

Supporting Documentation

Requests for new hires will only be considered and authorized if the following **completed** documents are submitted with this form.

CUSTOMIZER: Insert relevant attachments based on your company's specific requirements. Example - JE-ALL-3530-M. Job Description Form is attached	Yes ☐	No ☐
CUSTOMIZER: Example - OP-MGR-2440-M. Position Information Checklist is attached	Yes ☐	No ☐
CUSTOMIZER: Example - PP-MGR-3110-M. Probationary Period Review Form is attached	Yes ☐	No ☐
If this is a new position, CUSTOMIZER: Example - OP-2435-M. Position Justification Form is attached	Yes ☐	No ☐

Authorizations

Hiring Manager: Insert Name	
Signature	Date

Approved By

CUSTOMIZER: Insert approval position level 1. Example: Department VP: Insert Name	
Signature	Date

CUSTOMIZER: Insert highest position in Finance: Insert Name	
Signature	Date

CUSTOMIZER: Insert highest position in your company: Insert Name	
Signature	Date