

General Information

Date:	DD/MM/YYYY
Hiring Manager:	
Department:	
Position Number:	
Position Title:	
Reason for Request	

Responsibilities & Outcomes

What are the 5 main short and long term responsibilities of this position?

Short Term

1. Main responsibility
2. Main responsibility
3. Main responsibility
4. Main responsibility
5. Main responsibility

Long Term

1. Main responsibility
2. Main responsibility
3. Main responsibility
4. Main responsibility
5. Main responsibility

What concrete value and outcomes will be achieved by adding this position?

How will those outcomes help us reach the goals of the department – and ultimately the goals of the Company?

What are the business risks and eventual outcomes associated with not adding this position?

Why the Position is Needed

Who is currently doing the work for which the new position is needed?

What changes have occurred that require us to hire someone now?

Can the additional workload be managed with improved staff performance, productivity, or efficiencies? Are any existing team members low performers? Are we leveraging existing skills and experience?

Depending on the type of position being added, has a reorganization of the department and duties been considered to accommodate changing requirements?

Is it feasible to provide an existing team member with overtime or a temporary/acting pay salary increase to take on additional responsibilities?

Can an existing team member fill this role with support and training?

What work performed by others in the department could be reduced/eliminated to accommodate the responsibilities of this position?

Employee Costs Summary

Itemize the first year's costs related to adding this position.

Currency: CDN \$ US \$ Other: (Specify)

Expenses	\$ Cost	Details/Comments
Recruiting Costs	\$ <input type="text"/> \$	<ul style="list-style-type: none"> ◆ Relocation: \$ <input type="text"/>.00 ◆ Agency Recruiters: \$ <input type="text"/>.00 ◆ Advertising: \$ <input type="text"/>.00 ◆ Behavioral Profiling/Testing: \$ <input type="text"/>.00 ◆ Wages for interviewing and administration \$ <input type="text"/>.00
Total Cash Compensation	\$ <input type="text"/> \$	<p>Compensation Type</p> <p>Annual Salary <input type="checkbox"/> Hrly Rate <input type="checkbox"/> Total Contract Value <input type="checkbox"/></p> <ul style="list-style-type: none"> ◆ Base Compensation: \$ <input type="text"/>.00 ◆ Variable Compensation: \$ <input type="text"/>.00 (commissions, bonus)
Standard Employee Costs %	\$ <input type="text"/> Multiply Standard Employee Cost percentage by base	Annual employee costs include: Legislated employee taxes, safety insurances, benefits, paid time off, training and development, etc.

Expenses	\$ Cost	Details/Comments
	annual wages shown above	Staff <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP <input type="checkbox"/> Percentage: Insert %% Contact finance for this percentage based on employee level, and multiply by Total Cash Compensation.
Operational Overhead per Employee	\$ Insert \$	This is a standard cost per headcount that includes variables such as computer equipment, facilities' common space, heat, kitchen supplies, insurance, desks, etc. Contact finance for this figure.
Other Costs	\$ Insert \$	<ul style="list-style-type: none"> ◆ Travel Costs: \$ [] .00 ◆ Non-Standard Benefits: \$ [] .00 ◆ Allowances: \$ [] .00 ◆ Other: \$ [] .00
Total Annualized Cost for First Year	\$ Insert sum total of this column	

Return on Investment

Will increased funding, revenues, profits, or efficiencies offset the additional position cost? Explain.

Considering the annual cost associated with this position as outlined in 'Employee Costs Summary,' when will the funding, revenues, profit, or efficiencies be realized?

When will we break even or increase profitability?

What other expenses could be reduced to offset the funding for this position?

If you had to choose, would you reduce other expenses or add this position? Why?



Seating/Facilities

Have seating arrangements been explored? Where will the new hire sit? Is there room for an additional person?

Can the individual work remotely to save overhead costs?

Submitted By

Hiring Manager: <input type="text" value="Insert Name"/>	
Signature	Date

Approved By

CUSTOMIZER: <input type="text" value="Insert approval position level 1. Example: Department VP: Insert Name"/>	
Signature	Date

CUSTOMIZER: <input type="text" value="Insert highest position in Finance: Insert Name"/>	
Signature	Date

CUSTOMIZER: <input type="text" value="Insert highest position in your company: Insert Name"/>	
Signature	Date