

## About the Document

<b>name</b>	<b>OP-MGR-2430-M. Approval to Hire Form</b>
<b>owner</b>	HR
<b>access &amp; use</b>	Restricted to Managers & HR
<b>what it is</b>	<p>A form used to obtain the final approval for the search to begin for a budgeted or replacement position.</p> <p>Used for:</p> <ul style="list-style-type: none"> <li>◆ Obtaining final approval for an open position to provide the green light for the search to begin</li> <li>◆ Ensuring that the landscape has not changed since the position was first approved – for example during last year’s budgeting process</li> <li>◆ Ensuring that alternatives and/or improvements to the position have been considered if the position was held by an incumbent leaving the Company</li> <li>◆ Ensuring that compensation and additional anticipated recruiting costs for the position remain in line with what was budgeted</li> <li>◆ Providing HR with recruiting and advertising information</li> </ul>
<b>who uses it</b>	Hiring Manager
<b>used with</b>	<ul style="list-style-type: none"> <li>◆ <i>OP-MGR-2435-M. Position Justification Form</i></li> </ul>
<p><b>Caution:</b> 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.</p>	

## 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**.

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