

## General Information

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

## Position Information

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



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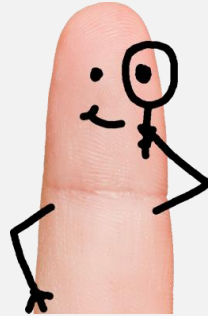
<b>Non-standard benefits:</b>	\$ Include any non-standard benefits this position may be eligible for.00
<b>Recruiting costs:</b>	<ul style="list-style-type: none"> <li>◆ Relocation: \$ [ ] .00</li> <li>◆ Agency Recruiters: \$ [ ] .00</li> <li>◆ Advertising: \$ [ ] .00</li> <li>◆ Behavioral Profiling/Testing: \$ [ ] .00</li> <li>◆ Wages for interviewing and administration \$ [ ] .00</li> </ul>
<b>Other costs:</b>	<ul style="list-style-type: none"> <li>◆ Cost Description: \$ [ ] .00</li> <li>◆ Cost Description: \$ [ ] .00</li> <li>◆ Cost Description: \$ [ ] .00</li> </ul>
<b>TOTAL EMPLOYEE COSTS:</b>	\$ [ ] .00

Difference between <b>TOTAL BUDGETED FOR POSITION and TOTAL EMPLOYEE COSTS:</b>	\$ [ ] .00
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## 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 <input type="checkbox"/>	No <input type="checkbox"/>
CUSTOMIZER: Example - OP-MGR-2440-M. Position Information Checklist is attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
CUSTOMIZER: Example - PP-MGR-3110-M. Probationary Period Review Form is attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If this is a new position, CUSTOMIZER: Example - OP-2435-M. Position Justification Form is attached	Yes <input type="checkbox"/>	No <input type="checkbox"/>



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