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: ☐			

Document #: **OP-MGR-2430-M-1.0**

Document Owner: HR

Last Updated: <insert date>

This template is included in the ConnectsUs HR™ Toolkits.

HR Toolkit™
FOR SMALL BUSINESS

HR Toolkit™
FOR HR CONSULTANTS

Set up your HR Department	Create HR for Clients

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

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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 ☐

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