

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?

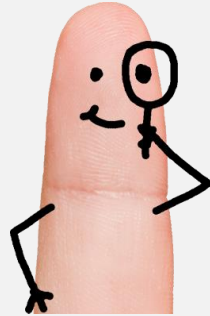
Short Term

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?



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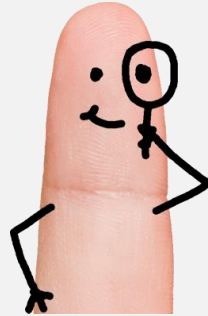
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Employee Costs Summary

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 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 wages shown above	<p>Annual employee costs include: Legislated employee taxes, safety insurances, benefits, paid time off, training and development, etc.</p> <p>Staff <input type="checkbox"/> Manager <input type="checkbox"/> Director <input type="checkbox"/> VP <input type="checkbox"/></p> <p>Percentage: <input type="text"/> %</p> <p>Contact finance for this percentage based on employee level, and multiply by Total Cash Compensation.</p>
Operational Overhead per Employee	\$ <input type="text"/> \$	<p>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.</p>
Other Costs	\$ <input type="text"/> \$	<ul style="list-style-type: none"> ◆ Travel Costs: \$ <input type="text"/> .00 ◆ Non-Standard Benefits: \$ <input type="text"/> .00 ◆ Allowances: \$ <input type="text"/> .00 ◆ Other: \$ <input type="text"/> .00
Total Annualized Cost for First Year	\$ <input type="text"/> Insert sum total of this column	



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Submitted By

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

Approved By

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

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

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