

## General Information

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

## 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

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This template is included in the ConnectsUs HR™ Toolkits.



### Set up your HR Department

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!



### Create HR for Clients

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
- Pricing.

<p><b>Depending on the type of position being added, has a reorganization of the department and duties been considered to accommodate changing requirements?</b></p>
<p><b>Is it feasible to provide an existing team member with overtime or a temporary/acting pay salary increase to take on additional responsibilities?</b></p>
<p><b>Can an existing team member fill this role with support and training?</b></p>
<p><b>What work performed by others in the department could be reduced/eliminated to accommodate the responsibilities of this position?</b></p>

## Employee Costs Summary

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

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

Expenses	\$ Cost	Details/Comments
<b>Recruiting Costs</b>	\$ <input type="text"/> \$	<ul style="list-style-type: none"> <li>◆ Relocation: \$ <input type="text"/>.00</li> <li>◆ Agency Recruiters: \$ <input type="text"/>.00</li> <li>◆ Advertising: \$ <input type="text"/>.00</li> <li>◆ Behavioral Profiling/Testing: \$ <input type="text"/>.00</li> <li>◆ Wages for interviewing and administration \$ <input type="text"/>.00</li> </ul>
<b>Total Cash Compensation</b>	\$ <input type="text"/> \$	<p><b>Compensation Type</b></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"> <li>◆ Base Compensation: \$ <input type="text"/>.00</li> <li>◆ Variable Compensation: \$ <input type="text"/>.00 (commissions, bonus)</li> </ul>
<b>Standard Employee Costs %</b>	\$ <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.

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## 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?**

PREVIEW

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