

Requestor Information

Hiring Manager Name:

Department:

Email Address:

Phone Number:

Position Details

Job Title: _____

Is this a new position? ☐ Yes ☐ No

If not new, name of former employee: _____

Employment Type:

- ☐ Full-Time
- ☐ Part-Time
- ☐ Temporary/Contract
- ☐ Intern

Work Location: _____

Remote/On-Site/Hybrid: ☐ Remote ☐ On-Site ☐ Hybrid

Work Schedule (e.g., M–F, 9–5): _____

Justification for Hire

Reason for Request (check all that apply):

- ☐ Replacement
- ☐ New Role Due to Growth
- ☐ Increased Workload
- ☐ Specialized Skills Needed
- ☐ Other: _____

Brief Justification:

Minimum Education Required:

- ☐ High School Diploma
- ☐ Associate Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree or Higher
- ☐ Certification(s): _____

Experience Required (years and type):

Key Skills or Competencies:

Languages Required (if any): _____

Compensation and Budget

Proposed Salary Range: _____

Job Level or Grade: _____

Is this position within the current budget? ☐ Yes ☐ No

If not, has an additional budget been approved? ☐ Yes ☐ No

Approvals

Department Head Name: _____

☐ Approved ☐ Denied

Signature: _____ **Date:** _____

HR Approval:

Name: _____

☐ Approved ☐ Denied

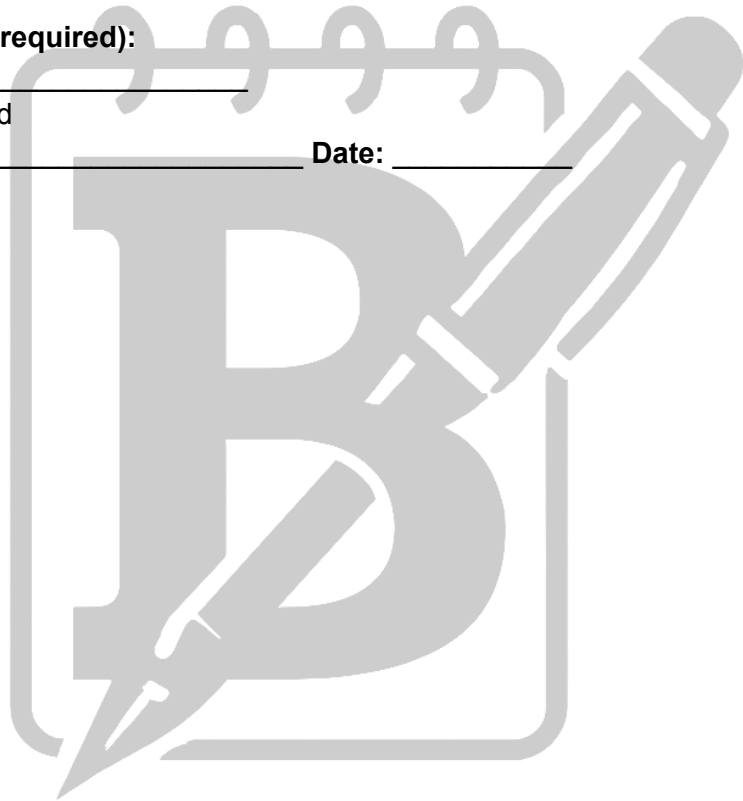
Signature: _____ **Date:** _____

Finance Approval (if required):

Name: _____

☐ Approved ☐ Denied

Signature: _____ **Date:** _____



BANKSTHEWRITER