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|  | **HR-FS-004-00 PERSONNEL REQUISITION ADVICE** (PRA) *\*****NEW CLIENT*** *– to be filled out by Sales Department then submit to Talent Acquisition for processing* ***EXISTING CLIENT- ADDITIONAL OR REPLACEMENT*** *– to be filled out by Client Relations and reviewed by Operations Manager then submit to Talent Acquisition for processing and PBMS PRE-HIRING \*****INTERNAL*** *– to be filled out by requesting Department Manager, reviewed by HR Manager and routed to Execomm for approval.* |
| **PERSONNEL REQUISITION ADVICE (PRA)** **{Ref}**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **□ NEW Client □ EXISTING Client**  **Client Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **□ Internal** | **DT RECEIVED**  **REQUEST RECEIVED BY** | | **MODE OF REQUEST**  □  **email** □  **text** □ **call** | | | **EMPLOYMENT STATUS**  □ On Call /Reliever  □ Probationary  □ Special Project | **REQUISITION TYPE**  □ External  □ Internal | | **REASON NO. OF VACANCIES**  **□** Replacement  □ Additional  □ New position | | | **JOB LEVEL**  □ Rank and File □ Supervisory  □ Skilled □ Specialist  □ Managerial □ Executive | **POSITION** | **REPORTING DATE** | |  | | **SALARY RANGE** | **WORK SCHEDULE** | |  |  |  |  |  |  | | --- | --- | --- | --- | | **JOB DESCRIPTION** | | | | | **JOB QUALIFICATION** | | | | | **JOB SPECIFICIATION AND WORK EXPERIENCE** | | | | | **PROFESSIONAL QUALIFICATION AND LICENSE** | | | | | **REQUESTING DEPARTMENT**   |  | | --- | |  |   *Requesting Employee*  **APPROVED BY**   |  | | --- | |  |   *Department Manager* | **RECEIVED AND REVIEWED**   |  | | --- | |  |   **Human Resources Manager**  *(internal)*   |  | | --- | |  |   **Talent Acquisition Manager**  *(exnternal)* | **For EXTERNAL**  **RECEIVED AND REVIEWED**   |  | | --- | |  |   **Client Relations**  **APPROVED BY**   |  | | --- | |  |   **Operations Manager** | **for INTERNAL**  **RECEIVED AND REVIEWED**   |  | | --- | | **{Senior\_vice}** |   **Senior Vice President and Chief Strategy Officer**  **APPROVED BY**   |  | | --- | |  |   **President and COO** |   ***This portion should be filled out by Human Resources or Talent Acquisition***   |  |  | | --- | --- | |  | **DATE COMPLETED** | | S**TATUS OF PRA**  **DT filled in /Date closed /Date completed**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Closed by: Employee full name , DT**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **PBMS ENCODING**  □ TA Pre-Hire DT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  □ HR Placement DT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |