**REQUEST TO HIRE FORM**

**Reference Number: [[ReferenceNumber]]**

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| **PROPOSER INFORMATION** | | |
| Hiring Manager | : | [[ApproverStep1NotSigned]] |
| Position | : | [[PositionOfApproverStep1]] |
| Department | : | [[DepartmentOfOfApproverStep1]] |
| Submission Date | : | [[CompletedDateStep1]] |

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| **POSITION DETAILS** | | | | | | |
| Position Name | : | [[Position]] | Location (Headquarter/Stores): | | [[WorkLocation]] | |
| HQ/Operation |  | [[HQOperation]] | Allocated Personnel Cost : | | [[CostCenter]] | |
| Job Grade | : | [[JobGradeTitle]] | Estimated Salary Range : | | [[SalaryFromTo]] | |
| Quantity | : | [[Quantity]] | Starting date required : | | [[StartingDate]] | |
| Contract type | : | Full time | Part time:  ▪ Number of working hours per week: [[WHPerWeek]]  ▪ Wage per hour: [[WagePerHours]]  ▪ Required time: [[RequiredTime]] | | | |
| Working time:  Headquarter  Store Operation | | | | | | |
| Type of need | : | New position | Replacement for: [[ReplacementForUserFullName]] | | | |
| Total current headcount: | | | | [[TotalCurrentBalance]] | |  |
| Headcount already in yearly headcount plan | | | | Yes | | No |
| Key Requirements: | | | | | | |
| ▪ ***Please attach JD to Request to hire (Require)*** | | | | | | |

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| **APPROVALS FOR PROPOSAL** | | | | |
|  | **Name** | **Signature** | **Position** | **Date** |
| Hiring Manager: | [[ApproverStep1]] |  | [[ApproverStep1Position]] | [[StepSigned1Date]] |
| Approval 1: | [[ApproverStep2]] |  | [[ApproverStep2Position]] | [[StepSigned2Date]] |
| Approval 2 | [[ApproverStep3]] |  | [[ApproverStep3Position]] | [[StepSigned3Date]] |
| Approval 3: | [[ApproverStep4]] |  | [[ApproverStep4Position]] | [[StepSigned4Date]] |
| HR Manager: | [[HrManager]] |  | [[HRManagerPosition]] | [[HRSignedDate]] |

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| **HR INTERNAL USE ONLY** | | | |
| Candidate selected |  | Recruitment channel |  |
| Accept offer date |  | RTH receiving date |  |
| Onboard date |  | Processed by |  |
| 2nd Selection (If any) | | | |
| Candidate selected |  | Recruitment channel |  |
| Accept offer date |  | RTH receiving date |  |
| Onboard date |  | Processed by |  |
| 3rd Selection (If any) | | | |
| Candidate selected |  | Recruitment channel |  |
| Accept offer date |  | RTH receiving date |  |
| Onboard date |  | Processed by |  |