**REQUEST FOR NEW HIRE**

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| **Section 1: Position Details** | | | |
| **New Position:** |  | **Department / Project:** |  |
| **Date required by:** |  | | |
| **Proposal (attached draft position Description)** | | | |
|  | | | |
| **Requester's Name:** |  | **Date:** |  |
| **Position:** |  | **Department:** |  |
| **Section 2: Position Budget** *(to be filled/reviewed by the HR and Corporate Services Manager, and approved by the CFO)* | | | |
| **Position Band:** |  | **Position Status:** | **Accompanied/ Unaccompanied** |
| **Basic Salary:** |  | **Others entitlements,** specify: |  |
| **Reviewed and verified:** | | | |
| **Comments:** | | | |
| **HR and Corporate Services Manager signature:** | | | |
| **Recommended / Not Recommended** | | | |
| **Comments:** | | | |
| **Department's Executive Signature:** | | | |
| **Section 3: Position Priority** | | | |
| **High/ Medium/ Low** |  | | |
| **Approved / Not Approved** | | | |
| **CAO's signature:** | | | |
| **Section 4: For HR and Corporate Services action:** | | | |
| **1) Recruitment:** | | | |
| **Position advertised:** | **Internally** | **Externally** *(specify***):** |  |
| **2) Human Resources:** | | | |
| **Update Organization Chart** | | **Yes** | **No** |
| **Section 5: For Recruitment records** | | | |
| **Position filled by:** |  | **Employee's Name:** |  |