Date: ……………….

**General Information:**

Position to be Filled: ………........................

Availability on Organization Chart: Vacant Not Available

Reporting To: ………………….. Department: …………………………

**Justification for the Position Urgency:**

…………………………………………………………………………………………

**Number of Candidates:**

Number of Proposed Candidates: One More than One

Please specify: …………..

**If Single Candidate Chosen:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Candidate** | **Years of Experience** | **Additional Credits** | **Remarks** |
|
|  |  |  |  |

**Justification when Single Candidate:**

…………………………………………………………………………………………

…………………………………………………………………………………………

**If Many Candidates:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Short List Candidates** | **Years of Experience** | **Additional Credits** | **Remarks** |
|
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Initiated by: Reviewed by: Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Line** **Department** **HR Department General Manager**

**Manager Manager**