## **Human Resources: HR Form 2 - Recruitment Request**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Requestor Name |  | | | Date of submission | |  |
| Job Designation |  | | | | | |
| Department / Project |  | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | Email address |  | Telephone number |  | | | | | | | | |
| Details of the Recruitment | | | | | | | |
| Type of Recruitment\* | Full-time / Consultancy/Internship |  | | | | |
| Position title to be recruited |  | | | | | |
| Project Recruiting |  | | Project Cost Code | |  | |
| Position’s Budgeted Amount |  | | Estimated Monthly Salary | |  | |
| Proposed Date of Advert |  | | | | | |
| Proposed Date of candidate reporting |  | | | | | | |
|  | | | | | | | |
| Proposed advert attached (let the JD be attached, HR drafts the advert) |  | | | | | |
| Prospective line manager |  | | | Email of prospective line manager | |  |
| Name of SMT authoriser |  | | | Signature | | |
| Date authorised |  | | |

\*Attach the position’s approved Job Description to this request