



NON-EXEMPT REQUISITION FORM

JOB TITLE	COST CENTER #	DEPARTMENT/DIVISION NAME												
COMPENSATION														
Hourly Base: <i>(not including factors)</i>														
Please check any factors that apply:														
<input type="checkbox"/> COLD [\$0.50]	<input type="checkbox"/> CDL [\$0.50]	<input type="checkbox"/> CSL [\$0.50]												
<input type="checkbox"/> DRY ICE [\$0.50]	<input type="checkbox"/> INVENTORY [\$1.00]	<input type="checkbox"/> OC A/E [\$0.50]												
<input type="checkbox"/> OC B/C/D [\$1.00]	<input type="checkbox"/> PROCESS LEAD [\$0.50]	<input type="checkbox"/> DEPT. LEAD [\$1.00-2.00]												
<input type="checkbox"/> Internal Promotion <input type="checkbox"/> External														
<input type="checkbox"/> Direct <input type="checkbox"/> Other														
Start date should reflect a Monday due to orientation and beginning of pay week.														
WORK SCHEDULE <i>(insert work shift hours)</i>														
TYPE OF REQUEST														
REASON FOR REQUEST														
<div>Start Time End Time (Circle AM or PM)</div> <div>Monday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Tuesday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Wednesday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Thursday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Friday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Saturday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Sunday <input type="checkbox"/> AM <input type="checkbox"/> PM TO <input type="checkbox"/> AM <input type="checkbox"/> PM</div> <div>Mandatory Overtime Required: <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div>Optional Overtime Offered: <input type="checkbox"/> Yes <input type="checkbox"/> No</div> <div><input type="checkbox"/> Headcount Increase <input type="checkbox"/> Replacement If replacement, please supply following information: Name: Last Day of Work:</div> <div><input type="checkbox"/> Resigned <input type="checkbox"/> Promoted <input type="checkbox"/> Discharged <input type="checkbox"/> Transferred <input type="checkbox"/> Other [specify]</div> <tr><td colspan="3">INTERNAL CANDIDATES</td></tr> <tr><td colspan="3">EXTERNAL CANDIDATES</td></tr> <tr><td colspan="3">INTERVIEW AVAILABILITY</td></tr> <tr><td colspan="3"><div>Is there any employee in your department or within the company who may be considered for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please indicate who you recommend and why?</i></div><div>Is there any external candidates referred by an employee that you would like screened? Candidate Name : Referrer : Candidate Name : Referrer : Please note only candidates that have completed an application on www.FreshDirect.jobs will be scheduled for an interview. Also, an employee referral form must be completed by your employee and submitted to HR prior to hire of the referral.</div><div>Please list which days and times you are available to interview candidates. DAY TIMES Please indicate who will conduct the interview:</div></td></tr>			INTERNAL CANDIDATES			EXTERNAL CANDIDATES			INTERVIEW AVAILABILITY			<div>Is there any employee in your department or within the company who may be considered for this position? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please indicate who you recommend and why?</i></div> <div>Is there any external candidates referred by an employee that you would like screened? Candidate Name : Referrer : Candidate Name : Referrer : Please note only candidates that have completed an application on www.FreshDirect.jobs will be scheduled for an interview. Also, an employee referral form must be completed by your employee and submitted to HR prior to hire of the referral.</div> <div>Please list which days and times you are available to interview candidates. DAY TIMES Please indicate who will conduct the interview:</div>		
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DUTIES AND RESPONSIBILITIES

JOB SUMMARY: Summarize the overall purpose and objectives of the job:**ESSENTIAL FUNCTIONS:** List the principle tasks, duties, and responsibilities of the job. Indicate % of time spent on each function.**SPECIAL REQUIREMENTS:** Summarize any special requirements needed for this position.

DEPARTMENT/DIVISION HEAD SIGNATURE

Manager	[print]	[signature]	[Date]
Senior Manager	[print]	[signature]	[Date]
Requisition Approver [see step 3 of process]	[print]	[signature]	[Date]

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Date Received:	Requisition Number:	Filled By: <input type="checkbox"/> New Hire <input type="checkbox"/> Transfer <input type="checkbox"/> Promotion
Person Filling Requisition:	Start Date: Date of Orientation	Starting Rate of Pay:
HR Approval Signature:		
Date:		



New Hire Process

- Step 1: Hiring supervisor or manager completes one Personnel Requisition form for EACH new hire he/she is requesting.
- Step 2: Form is signed by the Hiring Manager.
- Step 3: Form is then given to the designated person below for approval and sign off:
Gerald Bennett, Eric Dickstein – Plant Operations
Michael Stark – HMR Departments
Adrian Williams – Transportation
Karen Kirschenblatt – Customer Service
- Step 4: Form is then handed off to the Talent Acquisition Team.
- Step 5: HR will then post the position on the FD Internal Job Postings site. HR will simultaneously start an external search of candidates (unless otherwise noted).
- Step 6: HR will pre-screen and qualify potential candidates. After identifying those candidates that meet requirements, HR will coordinate interviews for the hiring manager, according to the manager's schedule, which should be filled in on Page 1 of this form. The interview process will include the manager taking the potential candidate on a tour of the area they may be working in.
- Step 7: Hiring manager will coordinate with HR which employees they would like to extend an offer too. HR will process candidates for pre-screening. HR will then extend offers to the qualified candidates and schedule them for new hire orientation.