Job Requisition Form

Submit one form per position. For multiple identical openings (for example a training class of 20 agents), submit one form and enter the number of openings. Recruiting will not start sourcing or post the role until all required approvals are complete.

REQUESTER

Requesting manager name

Title

Department / cost center

Email

Phone

Date submitted

POSITION DETAILS

Job title

Job code / grade

Number of openings

Location(s)

Work arrangement

☐ On-site ☐ Hybrid ☐ Remote

Employment type

☐ Full-time ☐ Part-time ☐ Temporary / seasonal ☐ Contract ☐ Intern

FLSA status

☐ Non-exempt ☐ Exempt

Shift / schedule

Reports to

Approved job description attached

☐ Yes ☐ No, new role (draft attached) ☐ No, update needed

REASON FOR REQUEST

Request type

☐ Replacement / backfill ☐ New position (budgeted) ☐ New position (not in budget)

☐ Temporary cover (leave, project) ☐ Conversion (temp to permanent)

If replacement: name of employee leaving and last day

If replacement: reason the role should be refilled as is, changed or eliminated

Business justification (workload, revenue, service level, compliance or growth driver)

Impact if not filled (by date)

COMPENSATION AND BUDGET

Pay range (minimum to maximum)

Target hiring rate or salary

Bonus / commission / differential

Sign-on bonus or relocation requested

Budgeted in current year headcount plan

☐ Yes ☐ No

Estimated annual fully loaded cost

Agency or paid advertising spend requested

HIRING TIMELINE AND PROCESS

Target start date (or training class start date)

Open to internal candidates first

☐ Yes, post internally for [__] days ☐ No, post internally and externally at once

☐ Confidential search

Interviewers / hiring team

Required assessments or checks (skills test, background, drug screen, license)

Suggested sources or referrals

APPROVALS

Hiring manager signature and date — Date

Department head signature and date — Date

Finance / FP&A signature and date — Date

HR / talent acquisition signature and date — Date

Executive approval (required for unbudgeted roles) signature and date — Date

FOR RECRUITING USE ONLY

Requisition number

Assigned recruiter

Date approved / opened

Intake meeting date

Date filled / closed

Status

☐ Open ☐ On hold ☐ Filled ☐ Cancelled