**Employee Approval Requisition Form**

**Requesting Department Information
 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Employment Type: ☐ Full-Time ☐ Part-Time ☐ Contract ☐ Temporary**

**Position Justification
 ☐ Expansion ☐ Replacement ☐ Project-Based Hiring
 Reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Required Qualifications
 ☐ Bachelor’s Degree ☐ Master’s Degree ☐ Certification ☐ Other: \_\_\_\_\_\_\_\_\_\_\_\_**

**Budget & Compensation Details
 Budget Available: $ \_\_\_\_\_\_\_\_\_\_\_\_
 Proposed Salary Range: $ \_\_\_\_\_\_\_\_\_\_\_\_ - $ \_\_\_\_\_\_\_\_\_\_\_\_**

**Approval Process
 ☐ HR Review ☐ Finance Approval ☐ Executive Decision**

**Final Authorization
 Hiring Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_
 HR Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_
 CEO/President: ☐ Approved ☐ Denied**