

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