**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**