



HIRING MANAGER: _____

Date: _____

Reference No.: _____

I. Position Request Information	
Title:	Department:
Preferred Start Date:	Suggested Pay: ___ to ___ per _____
Position Status: <input type="checkbox"/> New Position <input type="checkbox"/> Full-Time <input type="checkbox"/> non-exempt <input type="checkbox"/> Open Position <input type="checkbox"/> Part-Time <input type="checkbox"/> exempt <input type="checkbox"/> Currently Filled <input type="checkbox"/> Per Diem	

Justification of Need: _____ _____ _____
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Job Description (Include As Attachment):

Hiring Manager Signature: _____

HR Manager Signature: _____ *Date:* _____



Reviewed By (Accounting): _____

Reference No.: _____

Position Title Requested: _____

Date: _____

II. Budgetary Analysis

	Admin Compensation	Clinical Compensation	Available
	% of Revenue	% of Revenue	Budget
Budget			
Actual Before Hire			
Actual After Hire			

III. Executive Review

Position Info/Status Approved: YES NO

Approved Salary: _____

CEO Signature: _____ DATE: _____