

**(Insert Your Company Name and Logo Here)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Hire Request Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared By: xxxxxxxxx

Date of Publication: mm/dd/yyyy

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Revision History**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Author(s)** | **Revision Notes** |
| 1.0 |  | (Original author) |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Copyright and Intellectual Property Statement**

This template is the intellectual property of TenStep, Inc. It may be used and modified within the terms and conditions of your TenStep, Inc. license agreement (Member, Browse, Consultant, etc.) Unauthorized use, sale, resale, copying, etc. are strictly forbidden by USA and international copyright law. (Remove this comment section from final document.)

**Position number:\_\_\_\_\_**  **Hiring manager: \_\_\_** \_\_\_\_\_

**Division number / name:**  **Dept. number / name:**

**Group number / name:**

**Job position code:** \_\_\_\_\_ **Job title:**  **Job grade:** \_\_\_\_\_\_

**Has a candidate been identified? (Y/N)** \_ **Candidate name:**

**Is the candidate a current contractor working in the company? (Y/N)** \_\_\_

**Start date:**

**Key business justification for filling position**:

**Reason for position opening**:

Incremental position

Retirement Transfer of current employee

Resignation Promotion of current employee

Has salary been approved? Yes No Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has relocation been approved? (optional) Yes No Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has agency fee been approved? (optional) Yes No Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hiring manager approval:**   **Date:**

**Department manager approval:**   **Date:**