

## HIRING DEPARTMENT

Hiring Manager:	Department:
Phone:	Email:
	theinrich@pce-coops.com

## A. POSITION INFORMATION

Position Title:	Name of Employee:		
<input type="checkbox"/> New Position <input type="checkbox"/> Existing Position	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Regular <input type="checkbox"/> Temporary (Intern & Seasonal)	<input type="checkbox"/> Budgeted <input type="checkbox"/> Non-Budgeted
Start Date:	End Date:		
Number of Hrs. Per Week:	Name of Employee Being Replaced (if applicable):		

## B. POSITION FUNDING

<input type="checkbox"/> Hourly <input type="checkbox"/> Range(\$):	<input type="checkbox"/> Salary	PTO Deviations:	Bonus % (if applicable):
Current budget:	Additional Information:		

## C. POSITION NEEDS

<input type="checkbox"/> Vehicle			
Hardware	<input type="checkbox"/> Laptop	<input type="checkbox"/> Dual Monitor	<input type="checkbox"/> Webcam