

## HIRING DEPARTMENT

Hiring Manager:	Department:
<input type="text"/>	<input type="text"/>
Phone:	Email:
<input type="text"/>	theinrich@pce-coops.com

## A. POSITION INFORMATION

Position Title:	Name of Employee:		
<input type="text"/>	<input type="text"/>		
<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:		
<input type="text"/>	<input type="text"/>		
Number of Hrs. Per Week:	Name of Employee Being Replaced (if applicable):		
<input type="text"/>	<input type="text"/>		

## B. POSITION FUNDING

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

## C. POSITION NEEDS

<input type="checkbox"/>			
Vehicle			
Hardware	<input type="checkbox"/> Laptop	<input type="checkbox"/> Dual Monitors	<input type="checkbox"/> Webcam
	<input type="checkbox"/> Desk Phone	<input type="checkbox"/> iPad	<input type="checkbox"/> Cell Phone
Software	<input type="checkbox"/> Merchant Ag	<input type="checkbox"/> FieldAlytics	<input type="checkbox"/> FarmMobile
	<input type="checkbox"/> Energy Force	<input type="checkbox"/> Adobe E-sign	<input type="checkbox"/> Email Only OR <input type="checkbox"/> Full MS Office
Name of Existing Employee with Similar Role	<input type="text"/>		
Other items (please provide details):	<input type="text"/>		

NOTE: Failure to provide the above information in a timely manner may result in a delay of 10 or more business days

## D. AUTHORIZATION SIGNATURES

CEO/General Manager:	<input type="text"/>	Date:	<input type="text"/>
Manager:	<input type="text"/>	Date:	<input type="text"/>
Human	<input type="text"/>	Date:	<input type="text"/>