

## HIRING DEPARTMENT

|                 |                         |
|-----------------|-------------------------|
| Hiring Manager: | Department:             |
| Troy Heinrich   | IT                      |
| Phone:          | Email:                  |
| 999-999-9999    | theinrich@pce-coops.com |

## A. POSITION INFORMATION

|   |  |  |  |
|---|--|--|--|
| Position Title:   | Name of Employee:  |  |  |
|   |  |  |  |
| <input type="checkbox"/> New Position<br><input type="checkbox"/> Existing Position | <input type="checkbox"/> Full-Time<br><input type="checkbox"/> Part-Time | <input type="checkbox"/> Regular<br><input type="checkbox"/> Temporary (Intern & Seasonal) | <input type="checkbox"/> Budgeted<br><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 Range(\$): | <input type="checkbox"/> Salary Range(\$): | PTO Deviations:         | Bonus % (if applicable): |
|  |  |                         |                          |
| Current budget:                            |  | Additional Information: |                          |
|  |  |                         |                          |

## C. POSITION NEEDS

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