

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