

HIRING DEPARTMENT

Hiring Manager:	Department:
<input type="text"/>	<input type="text"/>
Phone:	Email:
<input type="text"/>	theirnich@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"/> Full-Time	<input type="checkbox"/> Regular	<input type="checkbox"/> Budgeted
<input type="checkbox"/> Existing Position	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary (Intern & Seasonal)	<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 Monitor	<input type="checkbox"/> Webcam