

Your Logo	<i>Job Requisition</i>	Your Address
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JOB TITLE:

Date:		Cost Center:	
Date Required:		This request is for:	
End Date:		Number of positions:	
Comment:			

JOB DESCRIPTION:

Accountability Objectives (What are the [REDACTED]?)
Nature and Scope (Who will the individual interact with [REDACTED] and [REDACTED] [REDACTED]?)
Success Factors (What are the [REDACTED]?)
Education and Experience (What are the [REDACTED]?)
[REDACTED]
[REDACTED]
[REDACTED]
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Hours of work required

Physical/ [REDACTED] (i.e., [REDACTED])
Unacceptable [REDACTED] conditions
Travel (What % [REDACTED] ?)
Personal Protection Equipment (What?)
Environmental Hazards (What?)

APPROVALS

[REDACTED]
[REDACTED]
[REDACTED]

For HR Only		
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
Maximum:		

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FINANCIAL SUMMARY

Costs				T	T
	Hiring Costs				al
	Benefits				
	Total Cost				
Benefits					
		Ongoing benefit ratio (
	Cost Savings				

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