

Request for New Hire

1. This form is required for all job openings and must be approved prior to posting an opening
2. Direct this request to preemploymentrequests@hilanddairy.com

Describe the position to be filled:

Job Title _____

Position Pay Range _____

Desired Pay Range* _____

**This is applicable only if you're requesting a non-standard pay range for this opening, please list your request above. This requires general manager and executive approval.*

Department _____

Location _____

Are you replacing someone? Yes No

If yes, Who? _____

Why did they leave? _____

Is this a new position? Yes No

Please explain reason for new position. _____

Is this a temporary position? Yes No

Will you be using a staffing service? Yes No

Please explain reason for temporary service. _____

Request Submitted By: _____ Date: _____

General Office
Human Resources: _____ Date: _____

The following approvals must be completed for new positions and non-standard pay range requests

General Manager Approval: _____ Date: _____

Executive Approval: _____ Date: _____

Name of individual hired: _____

Complete before sending to Human Resources