# 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 crichards@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*