



Talent Requisition Form

Position Title:			Date:
Position Reference #:			
Hiring Manager:			
Hiring Manager Title:			
Department:			
Position Type:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Contractor/Consultant
Status:	<input type="checkbox"/> Exempt	<input type="checkbox"/> Non-Exempt	<input type="checkbox"/> Per Diem
Classification:	<input type="checkbox"/> Salaried	<input type="checkbox"/> Hourly	
Salary/Hourly Range:	(Obtain from HR - USD)		
Range Increase Justification:			
Target Start Date:	(Enter a date)		
Preferred Work Location:	<input type="checkbox"/> US Remote	<input type="checkbox"/> International	<input type="checkbox"/> (Enter Country)
Direct Reports:	<input type="checkbox"/> Check if Role will have Direct Reports	Number of Direct Reports: Enter #	
Reason for Recruitment	(A new or updated job description must be attached for each position.)		
<input type="checkbox"/> <u>New Position:</u> <input type="checkbox"/> Budgeted <input type="checkbox"/> Not Budgeted			
• Target Annual Base Salary: (Obtain from HR and enter here)			
• Target Bonus (%): (Obtain from HR and enter % here)			
• New Hire Equity/Options: (Obtain from HR and enter here)			
<input type="checkbox"/> <u>Replacement Position</u>			
• Name of person being replaced:			
• Have the duties of this position changed? No Yes (Provide details in position information section.)			
• Current Base Salary:			
• Target Annual Base Salary: (Obtain from HR)			
• Target Bonus (%): (Obtain from HR)			
• New Hire Equity/Options: (Obtain from HR)			
<input type="checkbox"/> <u>Reallocated Position (i.e., reallocation of vacant, budgeted position within department)</u>			
• Title of Current Position:			
• Current Base Salary:			
• Current Target Bonus (%): (Obtain from HR and enter % here)			
• Complete New Position Section (above)			
Position Information/Justification (Please describe the need for and provide a justification for the new/replacement/reallocated position.) (Enter text here.)			



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What are the 3-5 Key Performance Objectives/Expectations for this role in the first 12 months?
(Enter text here.)

Recruitment Preference:

- Internal with Website and Job Board Posting - Non-Confidential
- External Recruiting Agency (Note: Additional Fees Incurred can be 25%-33% of First Year's Compensation)
- Confidential Recruitment
- No Recruitment - Identified Candidate (Referral)

Please Email to Human Resources once completed.

Requestor/Hiring Manager Approval:

Signature: Date:

Department Head Approval:

Signature: Date:

Finance Approval: (CFO if position not budgeted)

Signature: Date:

Human Resources Approval:

Signature: Date:

CEO Approval: (if position not budgeted)

Signature: Date:

Section for HR Use Only:

Talent Requisition Number:

Recruitment Start Date:

Fill/Hire Date:

Employee Name: