

NEW JOB PROPOSAL TEMPLATE



PROPOSED POSITION			
PROPOSED POSITION NAME			
COMPANY NAME		DEPARTMENT	
REPORTING TO		DATE OF POSITION START	
PROPOSED BY		EMAIL	
SUBMITTED TO		EMAIL	
DATE SUBMITTED		DATE REVIEWED	

CASE FOR NEW POSITION	
WHY IS THE NEW POSITION NECESSARY?	
HOW WILL THE COMPANY BENEFIT?	

DETAILS OF NEW POSITION	
JOB DESCRIPTION	
FINANCIAL PROJECTIONS	
LISTING QUALIFICATIONS	
ADDITIONAL INFORMATION	
SHIFT DETAILS	
SALARY RANGE	

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