



New Hire Approval

Position to be Filled _____

Department _____

New Position **Yes** _____ **No** _____

Existing Position **Yes** _____ **No** _____

Date Needed to Fill by _____

Salary Amount Approved in the Budget _____

Dept. Head _____ **Date** _____

HR Director _____ **Date** _____

Approved:

COO _____ **Date** _____