

NEW POSITION BUSINESS CASE FORM

To be completed by the manager requesting a new position. Work with the compensation team to create or update the job description and salary range for this position and attach this completed form to the corresponding Job Requisition Form or Promotion Form.

Proposed Job Title:

Department:

Manager:

Anticipated Hiring Salary Range:

Justification for adding this position

Describe the business need for this additional headcount, both short and long term.

Risk

Give a detailed answer: "Can the company afford not to create and hire this position?"

ROI

How will the benefits of this position outweigh the costs, and within what timeframe?

Attach additional documentation if necessary.