

Job Requisition Form Template

Requesting new positions has never been easier. Use our template to capture all the details and align your hiring efforts with your organizational goals.

This template, if filled in adequately, can be used to demonstrate the need for new employees within your company. The more detail you can provide, the more likely it is that your request will be approved.

This document will provide background information, the reason for the demand for a new employee, and details surrounding that position (such as the title and responsibilities of the new employee).

This document is being supplied by [your name], [your department],

to: [hiring manager's name], [their department].

Date: [date submitted]

Job requisition form

Context:

This Job Requisition form is being completed due to the need for a new employee within the [department type] department.

As it stands, [explain what daily tasks are being impacted without the aid of another employee;

eg: Sales targets are being missed by 2.7%. Due to the recent merge between sales and customer service, it's increasingly difficult to handle the tasks on our to-do lists while hitting our sales targets.]

The request:

As detailed above, it's clear that there needs to be a change for company success. The [department name] department is requesting the onboarding of [number of new employees] new employees to solve our problem.

We believe obtaining [number] new employee[s] will [details of what you expect will happen once hired];

eg: allow high performing members of the sales team to focus further on the selling side while not compromising on customer service. We expect to not only hit our sales targets, but exceed them.]

The role(s):

Should our request be approved, we'll be onboarding [number] candidates for [number] roles:

Role 1:

Title: [Role 1 title, eg: Customer care agent]

Desired start date: [Ideal start date]

Budget: [Anticipated budget range for new employee]

Role 2:

Title: [Role 2, eg: Customer service representative]

Desired start date: [Ideal start date]

Budget: [Anticipated budget range for new employee]

The job description:

Our new employees will play a role in the success of the company overall by *[details; eg: providing faster responses to customers and conveying our key values of communication and transparency.]*

We're proposing a starting salary of [\$annual salary] and wish to employ a candidate on a [full-time, permanent, part-time, contract, freelance] basis. This is because [reason(s) for this choice].

The employee's roles and responsibilities would be:

[List roles and responsibilities; eg: Responding to customers via the website chat-box]

[List roles and responsibilities; eg: Replying to customers via emails]

[List roles and responsibilities; eg: Handling tricky complaints and showing empathy to do so]

The requirements

Based on the roles and responsibilities, the company's ethos and values, and the team's culture, please find our "must-haves" and "nice-to-haves":

MUST-HAVES:

- [Must-have 1; eg: 3 years of experience in customer service]
- [Must-have 2; eg: Degree-level in education]
- [Must-have 3; eg: The ability to start within the next 90 days]
- [Must-have 4; eg: Experience using online chat-boxes and strong inference skills.]

NICE-TO-HAVES:

- Nice-to-have 1; eg: 5+ years of experience in customer service]
- [Nice-to-have 2; eg: Strong English skills]
- [Nice-to-have 3; eg: The ability to start within the next 30 days]
- [Nice-to-have 4; eg: Strong background in sales]

In summary

Based on the above information, we're requesting the requisition of [number] new employees to join the [department name] team.

Role 1:

Title: [job title]

Budget: [range of budget]

Responsible for: [main tasks and responsibilities]

Requirements: [must-haves, simplified]

Additional qualities: [nice-to-haves, simplified]

Role 2:

Title: [job title]

Budget: [range of budget]

Responsible for: [main tasks and responsibilities]

Requirements: [must-haves, simplified]

Additional qualities: [nice-to-haves, simplified]

Thank you for taking the time to read through our job requisition request. We look forward to hearing from you. Should you have any questions or wish to talk through any of the points raised in this document, please don't hesitate to get in touch. My email address is [email address].

Kind Regards,

[Your name],

[Your role], [Your department], [Company name].

[Signature]