**JOB PROPOSAL**

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

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

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