**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** |  |