



New Job Position Creation Checklist

New Job Position Title: _____

Department: _____ Name of Requestor: _____

When creating a new position all items below must be completed before submitting to Human Resources.

- ☐ Written job description completed and attached to this form, including:
 - Title of Job
 - Department
 - Pay Grade Level
 - Text of position (i.e. functions and description)
 - Hours of Training for position
 - Who position will report to directly
 - Salaried or Hourly
- ☐ Please list permissions or access to programs this position will need for IT to set-up. (i.e., modeled after another position in dept?)

- ☐ Work Schedule (i.e. M-F, 8am-4:30pm) Please write below:
- ☐ Is position safety sensitive, requiring pre-employment and random drug testing?
Yes: _____ No: _____
- ☐ New position approved by Company President?
Yes: _____ No: _____

President Signature

Date