POSITION REQUEST FORM

ABOUT THE IT DEPARTMENT/TEAM	
Hiring Manager	
Team	
Team Structure	
Team USPs	
Biggest challenges coming year	

ABOUT THE POSITION	
Position Title	
Why is position open? Replacement? Extra Resource? High Workload?	
Preferred Start Date	
Main responsibilities	
Projects to participate in	
Working Hours	
On-call/shifts	
Locations & homework policy	

ABOUT THE EXPECTATIONS	
Preferred years of experience	
Educational requirements	
Technical must-haves	
Technical nice-haves	
If none of the above, the following technologies are similar	
Expected project experience	
Language skills	
Interpersonal skills	